

**CIRRICULUM VITAE**

**Career Objective**

To obtain a suitable position where I can utilize my skills to meet organizational and individual goals with exemplary work and a sense of professionalism that reflects foresight, flexibility, consistency and progressiveness.

**Personal Details**

**Name : Nirjana Shrestha**

**Father’s Name :** Nilkantha Shrestha

**Address :** Jumeriah 1, Dubai, U.A.E

**Date of Birth :** 1989/06/26

**Nationality :** Nepalese

**Sex :** Female

**Religion :** Hindu

**Marital Status :** Married

**Email**  : [stha.nirjana@yahoo.com](mailto:stha.nirjana@yahoo.com)

**Language Known :** English, Hindi

**Passport Details**

Issued Date : 21/12/2011

Valid Till : 20/12/2021

Issues Place : MOFA, Central Passport Office

Visa Status : Under husband’s visa

**Educational Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Board** | **Degree** | **School/University** | **Year** | **Division** |
| TU | BBS | Bluebird College | Under Graduate | |
| HSEB | Intermediate | Caribbean College | 2066 | 2nd |
| Nepal Government | SLC | Magus English School | 2063 | 1st |

**Work Experience**

**Hart Bernstien Marketing Management** Al Garhoud, Dubai (September 2015 to till date)

* Worked as a sales promoter for various products like Scholl, Harpic, Veet, Lindt, Prill, etc.
* Greet customers with the most cheerful and pleasant.
* Demonstrate and provide information on promoted products.
* Create a positive image and lead consumers to use it.
* Distribute product samples, brochures, flyers etc. to source new sales opportunities.
* Identify interest and understand customer needs and requirements.
* Set up booths or promotional stands and stock products.

**Ace Development Bank Limited** Kirtipur Branch, Kathmandu

* Trainee Assistant since 18th Oct. 2014 to 4th April 2015.
* As a contract staff for 18 months in Customer Service and Cash Teller.
* As an intern for 18 months in Customer Service Desk.
* Handling the telephone calls.
* Dealing with customers.
* Handling the cash counter and remittances like Himal, Prabhu, Western Union, etc.
* Transferring cash within the branch & head office and other banks.
* Handling the bank assets file and other files.

**Sales Girl in Big Bazar (July 1st 2011 to November 15th 2011)**

* Greet customers with the most cheerful and pleasant.
* Give answers to customer’s questions or concerns related to the product.
* Communicate and assist customers in any way possible and as the customers may require.
* Deal with customer’s complaints professionally and with restraint.
* Bag products for the customers (if there’s no other assigned to that).
* Report sales accurately.

**National Population Census, Kathmandu (1st June 2011 to 31st June 2011)**

* Collecting data door to door.

**IT Skills**

* Basic Computer Skills including Microsoft Office Package.
* Pumori Plus IV
* Email, Internet
* Adobe Package

**Volunteer Experience**

* Has been working as a volunteer for various programs held by Kirtipur Volunteer Society.

Reference will be provided upon request.