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| laxmi pic.jpg  **LAXMI****LAXMI.332103@2freemail.com**Personal Details**DOB : 25- March -1991****Sex : Female** **Marital Status : Married** **Religion : Hindu****Nationality : Nepalese****Passport Details****Date of issue : 14 - 08 - 2016** **Date of Expiry : 13 - 08 - 2026** **Place of Issue : Kathmandu** **Visa Status : Tourist Visa****Personal Strengths*** **Self Confidence**
* **Quick Learner**
* **Good team Player**
* **Flexible**
* **Responsible**
* **Self motivated**
* **Honesty & Integrity**
* **Initiative**

**Linguistics****English : Fluent****Hindi : Fluent** **Nepali : Native Speaker****Greek : Basic** | CURRICULUM VITAEOBJECTIVES:I am looking for an opportunity, on a long-term basis, to be a part of an esteemed professional and dynamic growth oriented organization which provides me an opportunity to apply my interpersonal skills, my talents and professional experience to achieve the organization’s objectives whilst allowing me to grow within it.WORK EXPERIENCE:**CASHIER / PRO****West Zone Fresh Supermarket LLC****27 – Aug – 2014 to 27 - Aug - 2016****CASHIER****Duties & Responsibilities:*** **Handle cash transactions with customers**
* **Scan goods and collect payments**
* **Issue receipts, refunds, change**
* **Resolve customer complaints, guide them and provide relevant information**
* **Greet customers when entering or leaving establishments**
* **Maintain clean and tidy checkout areas**
* **Keep reports of transactions**
* **Bag, box or wrap packages**
* **Pleasantly deal with customers to ensure satisfaction**

**PRO****Duties & Responsibilities:*** **Listen to customers’ questions and concerns, and provide answer**

**or response on calls*** **Answer customers queries regarding products and delivery.**
* **Prepare and deliver the items according to the customers’ orders.**
* **Maintaining interpersonal relationships with the public, especially customers.**
* **Ascertain the amount of cash in drawer at the start of every shift.**
* **Assist customers by providing information and resolving their complaints.**
* **Supervise other staff and provide on the job training as a when required by management**
* **Providing training & assistance to new joined cashier.**
* **Generate cash, transaction and cards reports.**
* **Balance cash registers at the end of each shift**
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**WAITRESS**

* **Restaurant Cyprus 2009 to 2013**

**CASHIER**

* **Burger King - 2009**

**TEACHER**

* **Bal Vikas Secondary School, 1997 - 1999**
* **Sampurna Secondary School , 1999 - 2009**

# EDUCATION:

* + **SCHOOL LEAVING CERTIFICATE 1996**

**Lalitpur Secondary Boarding School**

* + **PROFICIENCY CERTIFICATE LEVEL 1999**

**Padma Kanya College**

* + **BACHELOR IN ARTS ( BA ) 2006**

**Padma Kanya College**

# COMPUTER KNOWLEDGE:

* **Basic ( Microsoft , Excel , Power point..)**

# HOBBIES

* **Shopaholic person & Socializing with new people**
* **Travelling**
* **Listening Music**

# PROFESSIONAL SKILL HIGHLIGHTS:

* **Excellent communication, presentation & problem solving skills.**
* **Highly Adaptable to multicultural teams and highly organized.**
* **Creative and aggressive self-starter with integrative thinking skills and thrive for uniqueness.**
* **Easy grasping innovations in technologies.**

**DECLARATION**

 **I hereby declare that the above information is true to the best of my knowledge.**