

SRIJANA

Email: srijana.333712@2freemail.com

**OBJECTIVES**

To obtain a challenging position and strive for excellence in the field of service with dedication, proactive approach, positive attitude and passion towards the work that will fully utilize my logical and reasoning abilities in the best possible way for the fulfillment of organizational goals.

**PROFESSIONAL SKILLS**

* Superlative communication, excellent interpersonal & team building skill in both supervisory of support roles.
* Accustomed to working in fast placed environment with the ability to think quickly & successfully handled different situation.
* Enthusiastic, versatile, problem solver, juggle multiple tasks, respond creatively & quickly with conventional unconventional solutions.
* Able to work under pressure.

**Career Summary**

**Organization: Bhatbhatini Supermarket, Maharajgung**

From: 15th March 2015 to 16th April 2016

Designation: Cashier

 **Responsibilities:**

* Manage a fast placed store providing excellent customer service to all customers.
* Good relationship with public as well as trading members.
* Worked as finance such as settlement & clearing duties.
* Implementation of stock loss controls.

**The Roadhouse Café, Thamel ,Kathmandu**

From: 28th March 2010 to 25th April 2014

Designation: Assistant to manager

**Responsibilities:**

* To maintain public relation with customer and staffs as well as handling their issues.
* Always focusing to growth a company business through Quality services.
* Assisting the manager by reporting the activities within office and ensuring that all administrative jobs are done effectively and efficiently.

**Achievements:**

* Rewarded as employee in The roadhouse Café in 2013.

**Qualification:**

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| SLC : Bal Geetanjali English Higher Secondary School – Nepal Government (2009) |
| Intermediate :Manakamana Higher Secondary School HSEB – Kathmandu ( 2012) |
| Bachelor : Bajra International College – Tribhuwan University (Running ) |

**External Trainings:**

* Successful Certificate in Computer such as MS-Office Package, C-Language and Networking & Internet in Media Institute Chabahil Kathmandu.
* Skilled certified in bank internship in Global IME Bank.

**Personal Information:**

Date of Birth : 1993/08/31 Marital status : Married

Gender : Female

Nationality : Nepalese Visa Status : Visit Visa

Language known: English, Nepali, Hindi. Expiry date : 7th Feb 2017

**DECLARATION**

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

**Applicant: SRIJANA**