**CURRICULUM VITAE**

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**Rojeena**

**Rojeena.337633@2freemail.com**

**OBJECTIVES:**

A smart, conscientious and customer focused Sales associate with extensive experience of selling, stocking and ordering merchandise in a retail and sales operation. Able to converse in a courteous and polite manner. Always paying specific attention to detail, and having a approachable, cheerful and friendly attitude. Currently looking for a suitable Sales associate position in exciting retail outlet that offers significant opportunities for career progression.

**PERSONAL DETAILS :**

Name : Rojeena

Date of Birth : 21 NOV 1997

Nationality : Nepali

Gender : Female

Marital Status : Unmarried

Language : English, Nepali, Hindi

Temporary Address: Dubai

Visa status : Long Term Tourist

**EMPLOYMENT RECORD:**

**Designation** : Sales Associate

Company : The Selected Fashion Store

 : Kavre, Nepal from 03-05-2014 to15-12-2016.

**Duties and responsibilities :**

1. General Cashiering
2. Receiving the guest with warm welcome.
3. Assisting customers in the selection and purchase of different fashion trends items and clothes.
4. Insuring shop counter is always manned.
5. Keeping merchandise orderly and neat in appearance.
6. Keeping shop neat and tidy all the time.
7. Daily keeping track of shop sells and informing shop manager.
8. Setting up promotional displays.
9. Promoting shop in every opportunity
10. Re-stocking sales area.
11. Giving customers advise on the products.

**Personal Attitude:**

* Friendly personality and able to engage customers.
* A strong work ethic and desire to succeed.
* Smart presentable appearance.
* Possess a polite and helpful manner.
* Confident communication skills.
* Willing to learn.
* Positive attitude.
* Confident and articulate.
* Persuasive and having good influencing skills.

**SKILL TRAINING:**

1. **Advance Office Package** Computer Training from Sagar Computer Institute, Nepal.
2. Successfully completed Basic and Advance Beauty parlor Training in ITC Skill Development Training Centre.

**ACADEMIC QUALIFICATION :**

1. High School from Kabhre Higher Secondary School, Nepal.
2. Proficiency Certificate Diploma from Baylor International Academy, Nepal.
3. Bachelor from Kavre Multiple Campus (Running) from 2016.

**PASSPORT DETAILS :**

Date of Issue : 27 MAY 2016

Date of Expiry : 26 MAY 2026

Issue From : Nepal

**DECLARATION :**

I hereby declare that the above details furnished by true and correct to the best of my knowledge and behalf.