**Namita**

***C/o-Mobile: +971501685421***

***E-mail:*** [***namita.339515@2freemail.com***](mailto:namita.339515@2freemail.com)

**Career objectives**

**To contribute high level of performance and competency in the fast growing company using my experience and expertise to enhance its assets and capacity internationally.**

**Personal skill & Competencies**

* **Positive attitude and strong responsibility with hard working.**
* **Good in English both written and oral communication.**
* **Eager to learn and open for further development/ Dynamic and easily adaptable**
* **Having warm ,friendly and engaging personalities**
* **Well versed in Microsoft Office (Word, Excel & Power point)**

**Work Experience**

1. **8 Month job training at lumbinizonal Hospital. Butwal**
2. **3 years job at Devdaha medical college & research institute. rupandehi**

**Job overview**

* **Checking, witnessing and administering controlled as well as scheduled drugs to a wide variety of patients.**
* **Assisting in the control of communicable diseases through preventive immunization programs.**
* **Reporting to the senior nurse, incidents of accidents, complaints or defects drugs, supplies or equipment.**
* **Following up patients after their discharge so as to make sure that they do not feel that they have been forgotten.**
* **Providing excellent patient care in a nurturing and supportive environment to a wide of patients.**

**3. 1.6 Month Bhat-Bhateni Supermarket & Department store, Maharajgunj, KTM, NEPALAs a Sale advisor**

**Job overview**

* **Greet customers with energy and enthusiasm in a timely, professional**
* **Maintain eye-catching effective display of merchandise.**
* **Build lasting relationships with customers by contacting them to follow up on purchases, suggest new merchandise and invite them to upcoming events..**
* **Maintain excellent store standards with regards to service, store layouts at atmosphere.**
* **Provide suggestive feedback to the department managers based from the customer request, queries and suggestions to help and increase sales profit.**
* **Guide and show the sales staff correct displays, branding and departmental layouts.**

**Education**

* **School Living certificate (S.L.C)(Green Plant Rupandehi )**
* **+2 Humanities ( oxford college butwal )**
* **A.N.M ( Lumbini Institute of Technical Sciences (C.T.E.V.T ) Butwal )**

**Personal Details**

**Date of Birth : 14TH Dec 1991**

**Sex : Female**

**Marital status : Married**

**Nationality : Nepal**

**Language spoken:-**

* **English, Nepali and hindi**

**DECLARATION**

I hereby declare that the above given particular and details are true to the best of my knowledge and belief and I am also willing to give my best for the responsibility.