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 **Curriculum Vitae**

**Sita**

**C/o-Mobile No: +971505891826**

**Country: Bhutan.**

**Email id:** **sita.344880@2freemail.com**

**Career Objectives**

To obtain a challenging position wherein my professional skills, valuable experience and qualifications can be invested to the optimum level for a continuous career growth and to produce best result for the organization, I represent.

**Highest Educational Attainment**

* Higher secondary from MHSS(BCSE, Bhutan board)

**Technical** **training**

* Basic course (6 month), Certificate course in IT (Information Technology).

**Work Experience**

**Organization: Nogosh For Hena**

**Beautician:** **30th August, 2015– Till 30st January 2017**

 **Responsibilities:**

* Provide the necessary services to those who want to look beautiful at all times.
* Maintain a cheerful and warm disposition in dealing with customers at all times.
* Show the right values towards customers.
* Always available to attend to the needs of customers.
* Be updated with the latest trends in beauty services and technology.
* Aim to satisfy every customer.
* Maintain cleanliness and observe proper hygiene.
* Maintain good and proper grooming at all times.

**Organization: My Mart**

**Sale Girl:** **1st February, 2012– Till 1st 0ctomber 2014**

 **Responsibilities:**

* Consistently offer professional, friendly, warm and engaging excellent customer service.
* Work as a team to achieve the goal and target of the company.
* Responsible for stock take inventory and perfume proper merchandising.
* Responsible for all issued funds and maintain proper handover/takeover.
* Manage product returns and exchanges
* Exceptional ability to communicate and interact with individuals.
* Excellent in communication, interpersonal, and organization.

**Strength**

|  |  |
| --- | --- |
| * Flexibility and adaptability
* I’m self-confident and can mould myself to all work environments
* Determine to learn with the practical approach
 | * Interpersonal relations and communication
* Punctual and hardworking
* Compassion and truthful
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**Language known**

|  |  |
| --- | --- |
| * English
* Nepali
 | * Hindi
* Dzongkha (National language)
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**Personal Profile**

Date of birth : 1st January 1985

Nationality : Bhutanese

Passport Status : Working Visa

**Deceleration**

I hereby declare that all statements made above are true complete and correct to the best of my knowledge and belief.