**CURRICULUM VITAE**

**Narayan**

**Narayan.351933@2freemail.com**

**Objective**

Looking forward for an organization that offers a challenging, stimulating, learning environment to work in and provide scope for individual & organization development, which offers attractive prospects for long development and career growth.

**Employment Experiences**

* Presently working as a Salesman com cashier with **Fashions 4 Ever L.L.C, Dubai, UAE since last 04/02/2012 to till date.**
* Worked as a Accountant assistant in Nepal for 2 years.
* Worked as a cashier sunrise plastic P.V.T 6 months.
* Worked as a cashier Parvu money transfer in 9 month Nepal.
* Worked as a office administrative 6 month in india.
* Worked as a cashier in Nepal for Tirupati hotel 8 month.

 **Job responsibility**

* Cash, card, and chq accepting.
* Seals report sends to head accountant.
* Cash, chq deposit on bank.
* Responsible for all store cash handling and store out expanse.
* Making a staff salary.
* Making a staff attendance sheet and inform to head office.
* Daly to dally gives to all accounting information to head office.
* Managing to our team. And handily to all staff.
* Office administered of any related.

**Educational Qualifications**

* High schools pass 2008.
* Intermediate pass 2010.
* Bachelor fist year pass 2011.
* Completed Computer course (MS Office)
* Accounting software proficiency Tally 9.0, 8.1 & 7.2
* Realsoft accounting software with general post.
* Coral business solution.

**Personal Details**

 Date of Birth : 06-July-1991

 Sex : Male

 Nationality : Nepali

 Marital Status : Single

**Languages Known**

 English, Hindi, Arabic & Nepali

**Other Skills**

Service oriented to ensure customer satisfactions, excellent social & communication skills, matured individual with tact and diplomacy, disciplined and accurate, able to stay calm under pressure, ambitious, self motivation, appreciate the value of team work, energetic, sincere and hard working.

In the view of the above particulars, please consider this application and give me an opportunity in your esteemed organization. I assure that I would carry out my duties to your entire satisfaction.

**Narayan**