****

**PUSPA**

[**PUSPA.364306@2freemail.com**](mailto:PUSPA.364306@2freemail.com)

**Objective**

I would like to provide the best services concerned with my career, give good and efficient service and always be competent in whatever I do.

**PERSONAL ATTRIBUTES**

Strong planning, self-motivated, co-coordinating and organization being exposed in sales, customer service and marketing is some of fields I have gone through.

**WORK EXPERIENCE**

2year (March-05-2013, to April-25-2016)

**GORKHA DEPARTMENT STORE (selling the variety of product of electronic, garments, footwear, household items, kitchen products etc.)**

SALES ASSOCIATE

* Welcome the customers with a warm smile and help them selecting their needs.
* Explain the product fully and provide the excellent customer service according to their needs and satisfaction.
* Suggest the customer about the alternative products.
* Focus on the sale and put full effort to achieve the individual and store target.
* Suggesting store manager about the bestselling and non-moving item.
* Merchandise neat, organized and eye-catching display.
* Keep coordination and friendly relation with all staff.

**Skills**

* Provide the best customer service and deal with them tactfully and sensitively.
* Analyzing problem and providing solutions in the best way.
* Hard working and good team player.
* Able to work in any given shifts and always flexible and punctual on work.
* Able to work effectively as a team member and to build cooperative effort in the unit.

**Educational background**

* SLC (School Leaving Certificate) from government board of Nepal.
* 10+2, Commerce & management faculty.(accounting &marketing)
* BBS(3 years cores)

**Personal details**

Date of birth : 23/04/1994

Place of birth : Nepal

Marital status : Married

Nationality : Nepalese

Gender : Female

Height : 5”3’

Profession : sales and customer service.

Language known : English, Hindi.

**Declaration**

I take the job with a great sense of responsibility, enjoy the challenge of new situations, and the expect to make a positive contribution to your organization. I acknowledge that the above details are true to the best of my knowledge and shall be most obliged to submit all supporting documents when required to do so.