**C U R R I C U L U M V I T A E**

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**ANITA**

[**ANITA.365828@2freemail.com**](mailto:ANITA.365828@2freemail.com)

**CAREER SUMMARY**

**CAREE**

To work for a professional organization, which can utilize my strengths and skills to achieve organization goals in challenging business environment and at the same time provide me enough opportunities to add value to my experience and career growth.

**EDUCATIONAL QUALIFICATION**

* Graduated in Bachelor of Business Studies from Tribhuwan University in the year 2010
* HSEB from KIST College in the year 2006
* SLC from ARNIKO AWASIYA MA VI BHOTEBAHAL in the year 2004

**PROFESSIONAL SUMMARY**

**COMPANY: GULF GREETINGS GENERAL TRADING LLC ( HALLMARK ), DUBAIMALL, UAE**

**DURATION: APRIL 2014 TO TILL DATE**

**DESIGNATION: SALES ASSOCIATE**

**KEY RESPONSIBILITES HANDLED**

* Welcoming customers with a smile.
* Providing the information about the items to the customers.
* Arranging, replenishing and pricing the items.
* Changing the display as per visual merchandiser’s instruction.
* Ordering the items as per the store requirement.
* Preparing plans to achieve the targets given.
* Handling cash, credit card payment and gift voucher using POS.
* Deposit the money in the bank.
* Providing training and assistance to the new joined staff
* Maintaining weekly, monthly and daily sales report of transactions.

**COMPANY: LIFE TIME GENERAL TRADING LLC, GLOBAL VILLAGE, UAE**

**DURATION: NOVEMBER 2013 to FEBRUARY 2014**

**DESIGNATION: SALES ASSISTANT**

* Opening the store in the morning.
* Maintaining the tidiness in the store
* Helping the customers.

**Company: TRANSCUBE INTERNATIONAL PVT LIMITED, NEPAL**

**DURATION: FEBRUARY 2012 TO SEPTEMBER 2012**

**DESIGNATION: COMPUTER OPERATOR**

**Designation – Trainee**

* Operating computers and peripherals equipment to process business scientific, engineering or other data, according to the operating instructions
* Enters commands to correct the error or stoppage and resumes operation
* Maintaining the data entries in the excel words.
* Records the problems which occurred such as down time and action taken
* Answers the telephone calls to assist computer users encountering problems

**Company: ROLLING PLANS CONSULT PVT LIMITED,KATHMANDU**

**DURATION: JULY 2009 TO AUGUST 2010**

**DESIGNATION: FRONT DESK OFFICER**

**Designation – Trainee**

* Handling calls and dealing with the clients
* Providing information about the company to the clients
* Maintaining the necessary client information’s.
* Report to head of recruitment division
* Maintaining data entries in the excel
* Checking mails and reply them back, maintaining the files

**SKILL SET**

* Well versed in MS-Office (Microsoft Word, Excel, PowerPoint and Internet.)
* Strong organization and analytical skills.
* Good interpersonal and communication skills.

**PERSONAL PROFILE**

* Name : Anita
* Date of Birth : 28th may 1988
* Nationality : Nepali
* Languages Known : English, Nepali, Hindi