**CURRICULUM VITAE**

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**MENUKA**

**Dubai, U.A.E**

**E-mail:** **menuka.373862@2freemail.com**

**APPLICATION FOR THE POST OF: ANY SUITABLE POST**

**OBJECTIVE**

Seeking for substantial responsibility where my past and varied experience would be fully utilized in a career opportunity and where making a significant contribution to the success of my employer which will gain me a career advancement opportunity.

**EDUCATIONAL QUALIFICATION**

* S.L.C (10th)  Passed IN 2002 from Board of Nepal

**WORK EXPERIENCE**

1. **Worked as a Waiter in NEPAL 2007-2013.**
2. **Worked as Sales in LEBANON 2014-2017.**

**RESPONSIBILITIES:**

* **Welcome customers with a smile as they enter into premises**
* **Proactively ask customer how they can be assisted**
* **Provide customers with product information that they need**
* **Escort customers to the correct aisles**
* **Explain product features and warranty agreements**
* **Demonstrate the working of a product when required**
* **Provide information on daily deals and promotions**
* **Ensure that all products are well stocked and are easy to reach**
* **Assist customers by taking down products that may not be easy to reach**
* **Provide information regarding each product and any discount offers associated with it**
* **Make sure that work area and aisles are clean and shelves are dusted properly**
* **Respond to customers’ requests and concerns in a resourceful manner**
* **Handle cashier duties by taking cash or credit cards in exchange of goods sold**
* **Manage product returns and exchanges**
* **Ensure that all purchased items are delivered to the customers in a prompt    manner**
* **Discourage shoplifting activities by constantly keeping a vigilant eye**
* **Arrange products on shelves in a tidy manner**
* **Pick and pack orders for shipping purposes**
* **Order out of stock items in a timely manner**

 **KEY SKILLS**

* **Good personal presentation skills**
* **Friendly, polite and helpful**
* **Patient and diplomatic when dealing with complaints**
* **Flexibility and reliability, with a willingness to work weekends and evenings**
* **Stamina and efficiency**
* **Good memory**
* **Excellent communication skills**
* **Able to work as part of a team**

**VISITED COUNTRY**

* Lebanon,India,UAE

**LANGUAGES**

* Arabic ,English
* Urdu & Nepalese

**PERSONAL DETAILS**

Date of Birth : 13/02/1983

Nationality : Nepal

Gender : Female

Marital Status : Married

Visa Status : Visit Visa (14.10.2017-13.12.2017)

**DECLARATION**

* I certify that all the details provided above are all correct according to my knowledge and belief.