***CURRICULUM VITAE***

**BINITA**

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***OBJECTIVE***

To seeking a challenging career by copying a suitable position, utilizing my experience to contribute towards the progress of organization at the same time has the prospect for professional growth and development my career**.**

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| --- | --- | --- |
| ***PERSONAL PROFILES:*** |  |  |
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| Nationality | : | Nepali |
| Date of Birth | : | 18-07-1997 |
| Gender | : | Female |
| Marital Status | : | Married |
| Language Known | : | English, Hindi, Nepali |

***EDUCATIONAL QUALIFICATION:***

* **2016 INTERMIDIATE,** KABHRE HIGHER SECONDARY SCHOOL
* **2014 MATRICULATION,** EVEREST ACADEMY NEPAL

***SKILLS:***

* Product knowledge
* Strategic prospecting skills
* Active listening
* Good communication
* Time management

***WORKING EXPERIENCE:***

**JULY 2016 – JULY 2017**

**RECEPTIONIST**

Receive, screen all incoming phone calls and connect them to appropriate personnel Give a warm greeting to all people entering the office premises

* Help out each person who approaches the front desk with a query Maintain the in and out time muster kept for the visitors
* Sort out and hand over important packages, deliveries, or messages to appropriate departments within the company
* Provide clerical and administrative support to the management Keep a close watch over the staff workings and movements
* Act as a communication between the employees and other divisions of the organization viz., housekeeping, etc.
* Being well versed with all kinds of official documentations to prepare letters, memorandums, etc. Ensure cleanliness and orderliness in the reception area while abiding by the policies and regulations of the organization
* Update appointment diaries and logbooks for scheduling appointments for the right dates

**SALES RESPONSIBLITES**

* Greet customers at the store and provide them with information on their required products
* Lead customers to desired shelves or aisles and assist them in locating products
* Explain product features and benefits by performing demonstrations and answer any questions that customers may have
* Provide information regarding prices and after sales services and ways in which the latter can be obtained
* Suggest additional products in a bid to meet the company’s and self-sales targets
* Assist customers in making decisions regarding suitable purchases based on their specific likes
* Lead customers through the payment process by assisting cashiers with discount information and markdowns
* Oversee wrapping or bagging of purchased items to ensure that they meet the store’s standards and the specific instructions of customers
* Ascertain that customers’ purchases are carried out to their vehicles by instructing baggers to do the needful
* Make cold calls to new customers in a bid to prospect them for business and meet sales goals
* Call existing customers to provide them with information on new products or discount options and markdowns
* Create sales reports, detailing all transactions made in a day for the purpose of informin g the management of individual sales progress
* Oversee the cleanliness and replenishment of shelves according to marketing and sales directives

***CONCLUSION & DECLARATION:***

I hereby certify that the above mentioned Statement is correct & true to the best of my knowledge & belief.

**BINITA**