**CURRICULUM VITAE**

**ANITA**

**Email:** **anita.2210@2freemail.com**

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***CAREER OBJECTIVE:-***

 **Seeking a Position in a reputable Organization , I sincerely hope that my application will received your kind attention and will be granted as early for interview.**

***QUALIFICATION:-***

* **Board of school examination passed from Bal Deeksha Sadan Higher Secondary School.**
* **Diploma (10+2) Passed on the year 2004 .**
* **Bachelor in Management undergoing in TriBhuwan University (TU).**

***ADDITIONAL QUALIFICATION:-***

* **Basic computer skills in Microsoft Office like (MS Excel, MS Word and MS PowerPoint).**
* **Email and Internet Accessing.**
* **Internship (Banking Training) from Rastriya Banijya Bank, Singha Durbar, Kathmandu.**
* ***WORK EXPERIENCE:-***
* **Worked as a Receptionist, customer service, hospitality and telemarketing in APTECH Computer Institute.**
* **Worked as a Cashier at Nesto Hypermarket Dubai – UAE.**
* **Presently worked in Deluxe Fashion Industry Ajman Fzc Dubai-UAE as a receptionist.**

***WORK RESPONSIBILITIES:-***

* **Maintain an awareness of all promotions and advertisements.**
* **Excellent knowledge of retail environment**
* **Ability to run a cash register (both manual and computerized)**
* **Ability to maintain excellence in customer service**
* **Ability to deal with colleagues and senior management through excellent communication skills**
* **Excellent knowledge of Microsoft Office tools including Excel, Word, and Outlook**
* **Able to work effectively in high pressure situations with no or minimal supervision**
* **Ability to work in ever-changing work situations**
* **Ability to except challenges.**
* ***PERSONAL DETAILS:-***

 **Name : Anita**

 **Date of Birth : 1989**

 **Gender : Female**

 **Marital Status : Single**

 **Nationality : Nepali**

 **Languages known : English Hindi Urdu**

 **Visa status : Employment visa**

 **DECLARATION : I hereby declare that the particulars above furnished are true to the best of my knowledge and beliefs.**