**RESUME**

**AKASH**

**OBJECTIVE**

Well presented with exceptional customer service skills, and the ability to provide an effective switchboard service. Experienced in working under pressure in a quick paced fast moving environment and able to receive guests on arrival in a friendly, helpful and approachable manner.

Able to be a integral member of a administrative and clerical team, and can follow instructions and also have a willingness to learn. Currently looking for a suitable position with a progressive company.

**WORK EXPERIENCE**

**Shree Ganesh Casual Dressing**

Working as a cashier and sales boy .

( 3 YEARS ) (New Road, Kathmandu, Nepal)

**Responsibilities**

Answering all incoming calls / emails and re-routing them to relevant parties. Meeting and greeting

visitors ensuring they are signed in and inducted. Opening, distributing, collecting and taking the

post.

General administration duties, photocopying, filing etc. Dealing with any enquiries at the reception. Data entry into internal systems.

Reporting any problems to the office manager.

Monitoring stock and reordering when required. Operating a computer system and

switchboard.

* Present, promote and sell products/services using solid arguments to existing and prospective

Customers.

* Perform cost-­benefit and needs analysis of existing/potential customers to meet their needs.
* Establish, develop and maintain positive business and customer relationships.
* Reach out to customer leads through cold calling.
* Expedite the resolution of customer problems and complaints to maximize satisfaction.
* Achieve agreed upon sales targets and outcomes within schedule.
* Prepare the Daily Sale & purchase Reports.
* Finding new customers for the company.

**ACADEMIC QUALIFICATIONS**

H.S.E.B :- Sagarmatha Multiple College ,Dillibazar,Kathmandu

S.L.C :- Aman English Boarding School , Putalisadak ,Kathmandu

**COMPUTER SKILLS**

Basic Computer Course

Microsoft Office(MS Excel, MS Word)

**PERSONAL SKILLS & KNOWLEDGE**

Excellent telephone manner.

Can offer a warm & friendly greeting to visitors. Smart, presentable appearance.

Good organization and prioritization skills. Self motivated, proactive & hardworking. Ability to listen

and anticipate.

Experience of arranging month end invoicing on the System.

Accept and adhere to the need for strict confidentiality.

* Good Level of Management, Leadership Skills and Team Player.
* Punctual, Honest, Sincere & Hardworking.
* Task Driven-Doing what is necessary to the job done properly.
* Quick Learner and Enjoy a Challenging work environment.

**LANGUAGES**

English, Hindi Nepali

**PERSONAL DETAILS**

Visa Expiry Date : 16/2/2018 (Visit Visa)

E-mail :- [akash.255405@2freemail.com](mailto:akash.255405@2freemail.com)

Marital Status :-Single

Date Of Birth :-1992-01-01

Nationality :- Indian

Gender:- Male

Religious :- Hindu

Interest :- Travelling, Writing Diary, Reading News etc.

**REFERENCE**

Available on request.

To my best of my knowledge this Curriculum Vitae correctly describe myself my qualification and my experience.