**Curriculum Vitae**

**Laxmi**

**Email address:** **laxmi.381705@2freemail.com**

**Visa status: Husband visa**

**Job applies:Any Suitable position.**

**Admin/ Office Clerk/ Sales Coordinator/Cashier/Sales Representative/Sales promoter**

CAREER OBJECTIVE:

 Professional with 4 years’ Experience in Client Relationship, Operations, Sales & Marketing, HR/Admin seeking a challenging position to utilize my skills and abilities in area of Sales marketing and business development which offers a professional growth while being resourceful innovative and flexible.

Summary of qualification

* Well organize
* High communication skills
* Accurate in everything
* Committed to the dates
* Professionalism in dealing with confidential information
* Self Dependable
* Work under Pressure
* Self confidential

Work Experience

* Working as a Sales Promoter in Aris Perfumes since December 2017 to till date.
* Work as Teacher at Kaligandaki Higher Secondary School in Nepal since15 April 2015 to 30 September 2017.
* Work as a Sales representative in Sale ways hypermarket in Pokhara May 2013 to march 2015.

My Responsibilities

**Sales Promoter** Aris Perfume (15-12-2017 TO till date)

* To expand the visibility of the brand owned by my employer and work towards its popularity and advertising.
* Design and develops sales strategis in such a way that they can be implemented in practical manner through which maximum number of people can know about the brand.
* To recruit or hire the entire sales team which can work together toward reaching the goals and bringing about profit to the company
* Reaching out to potential clients and convincing them about the product’s or brand’s caliber so that the business can be expanded.
* Any person appointed at the position of a sales promoter is also responsible for conducting sales events, promotions, advertising the product and working with the marketing team for better exposure.
* Also mainly responsible for administrating various contract terms with clients and closing deals which can bring about profit to the company or the brand.

**Insurance Broker** LIC NEPAL and Besure Insurance consultancy Dubai.

* building and maintaining business relationships with clients.
* Scheduling and attending meetings
* Discussing and assessing clients' current and future insurance needs
* Researching insurance policies and products
* Negotiating policy terms and costs with insurance providers
* Arranging insurance cover for clients with the insurance provider.
* Collecting insurance premiums
* keeping detailed computer records
* Preparing reports for insurance underwriters& advising clients on making claims on their policies
* Renewing or amending existing policies for clients
* undertaking general administrative duties
* Marketing

**Teacher**Kaligandaki higher secondary school, Baglung Nepal 2015 May to July 2017.

* Planned classroom activities and arranged for class field trips when appropriate.
* Taught a variety of subjects including mathematics, Social and basic science.
* Reviewed student assignments and provided a fair evaluation of all work.
* Monitored progress on national and state testing.
* Assisted with the selection of classroom materials.
* Responded to inquiries from parents.
* Ensured that students were welcomed into a positive environment conducive to learning.
* Established positive relationships with students and provided tutoring when necessary.
* Assessed student progress and adjusted lesson plans based on student abilities.
* Participated in regular meetings with the administrator to provide input.
* Delegated some responsibilities to classroom teaching assistants.
* Offered constructive feedback to students and parents.
* Maintained an inventory of classroom supplies.

**Sales Representative** at Saleways HypermarketPokhara May 2013 to march 2015

My responsibilities:

* Provide direct customer services by informing them of products and services
* Ensure that customers are directed to the appropriate aisle
* Identify sales opportunities and follow up on existing accounts for business development
* Create and execute appropriate strategic plans to bring in more business
* Research sources in order to develop new business connections
* Make cold calls to prospective clients and inform them about new products and deals
* Conduct market research to identify trends and manage sales activities accordingly
* Meet individual and company sales targets
* Promote new products to walk-in customers and record orders
* Handle and resolve customers’ complaints
* Explain products’ value and capabilities to customers
* Process payments in terms of cash, checks and credit cards
* Verify the validity of paper money and credit cards
* Tally cash with receipts at the end of the shift
* Maintain stocks and inventory
* Stock shelves with appropriate products and ensure correct price tagging

EDUCATIONAL QUALIFICATION:

B.ED. (passed 2013):Tribhuvan University.

H.S.SC. (2010): Kaligandaki Higher Secondary School.

S.L.C Passed(2007): Tityang Secondary School, Baglung Nepal.

PERSONAL DATA:

Date of Birth : 05-03-1992

Citizenship : Nepali

Marital Status : Married

Religion : Hindu

Fluency : English,Hindi & Nepali.

PASSPORT DETAILS:

Date of issued : 31-12-2014

Date of Expiry : 30-12-2024

Place of issue : NEPAL

Visa Status : Husband Visa

TRANING

* 1 year Diploma in Beautician
* Computer diploma (MS word, MS excel, Photoshop, PageMaker, Email , internet.)

PERSONAL SKILL/TELANT

* Excellent writing composition and effective communication skills.
* Established capability of follow procedures and guidelines.
* Capable of taking responsibilities and work together as a team.
* Dependable and flexible character with inexhaustible stamina for work.
* Self confidence in operating accounting software and in handling manual accounting.

*I hereby certify that the facts contained in this resume are true and complete to the best of my knowledge.*