**SARINA**

[Sarina-392875@2freemail.com](mailto:Sarina-392875@2freemail.com)

**Career Objective**

I am a highly motivated and dedicated professional seeking employment with a dynamic organisation where I can utilise my excellent expertise in the areas of retail operations, customer service and accounting. My work experience demonstrates my ability to juggle multiple tasks and work independently, as well as in a team.

**Skills, Competencies & Personal Attributes**

* Cheerful and energetic personality
* Physically and mentally active and able to work hard
* Determined, punctual with a positive attitude towards workplace
* Experience working within culturally diverse communities
* Excellent organization skills

**Work History**

1. **Security Guard**

**Al Ain Zoo – Emirates Gateways Security Service**

June 2018 – Present

Nahyan The First Street – Abu Dhabi – UAE

**Duties:**

* Securing the premises and personally by patrolling property
* Monitoring the surveillance equipment
* Inspecting buildings, equipment and access points
* Checking the passes of the visitors and permitting their entry
* Preventing losses and damage by reporting irregularities
* Informing violators of policy and procedures and restraining trespassers

1. **Cashier**

**Bhatbhateni Super Market**

September 2014 – November 2017

Kathmandu – 44600, Nepal

**Duties:**

* Handle cash, credit or check transactions with customers
* Scan goods collect payments and ensure pricing is correct
* Issue change, receipts, refunds, or tickets and redeem stamps and coupons
* Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change
* Resolve customer complaints, guide them and provide relevant information

1. **Primary School Teacher**

**UjjwalShishuNiketan Secondary Boarding School**

Jan 2012 – March 2014

Bhairab Road, Hetauda 44107, Nepal

**Duties:**

* Prepare daily and long-term lesson plans according to curriculum guidelines
* Teach a full range of subject areas and setting and conducting tests
* Develop children’s interests, abilities and coordination using a variety of creative activities including art, sport and music
* Maintain productive working habits and discipline in the classroom
* Attend staff meetings and training and development sessions
* Assessing and evaluating students’ educational progress and abilities and discuss with their parents and guardians, administrators as necessary

**Qualification Background**

1. **Senior Secondary School(Year 12)**

**Hetauda School of Management and Social Science**

2012 - 2014

Percentage: 56.90%

**Trainings**

1. **Proficiency in Computer Software Application (PCSA)**

**Escol Computer Education**

June 2014 – Jan 2015

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**References**

Available upon Request