



CHANDANI SHRESTHA

CASHIER

Profile

Detail-oriented and dedicated Data Entry Operator with strong skills in accurate and efficient data processing. Proficient in handling large volumes of information while maintaining a high level of accuracy and confidentiality. Experienced in using MS Office, spreadsheets, and various data management systems. Known for good typing speed, attention to detail, and strong organizational abilities. Committed to meeting deadlines and supporting smooth administrative operations.

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Education

Second Year Pre-University
New Horizone - Butwal, Nepal
2016

Expertise

Customer Service

Strong Decision Making

Document management and
filing

Handling Cash & Prepare report

Confidentiality and data security

Microsoft Excel and MS Office
Suite

Database Management

Language

English

Hindi

Nepali

Work Experience

Edelweiss DMCC, Dubai | Nov 2024 to present

Cashier

- Efficiently processed purchase invoices, returns, and sales transactions daily, ensuring seamless financial documentation.
- Managed Cash Counter and handling the cash. Manage Inventory, prices, quantities, and descriptions, into inventory management systems.
- Maintained precise records of daily sales, stock levels, and supplier invoices to support inventory accuracy.
- Managed purchase order processing and meticulously tracked shipments to optimize supply chain operations.
- Collaborated with procurement teams to ensure data integrity and timely stock updates, enhancing inventory turnover.
- Executed barcode labeling and verified pricing accuracy to ensure consistency across retail systems.
- Generated comprehensive inventory and sales reports, providing actionable insights for management decision-making.
- Managed customer loyalty program data and ensured billing information accuracy to improve customer engagement.

Al Baik | Sharjah, UAE | MAY 2022 - OCT 2024

Cashier

- Executed accurate and efficient processing of customer orders within the system, ensuring seamless transactions.
- Managed online order fulfillment, overseeing the entire process from placement to delivery, enhancing customer satisfaction.
- Delivered exceptional customer service, fostering positive relationships and ensuring high levels of client satisfaction.
- Prepared comprehensive daily sales reports, providing actionable insights to the floor supervisor for strategic decision-making.
- Participated in weekly team meetings, actively implementing best practices and continuous improvement initiatives.
- Trained new team members on order processing protocols and customer service standards to ensure operational consistency.
- Resolved customer complaints professionally and effectively, maintaining customer loyalty and brand reputation.