

# **CURRICULUM VITAE**



## **MUNA MAJHI**

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Al Nahda, Shariah- UAE

### **OBJECTIVE:**

To be part of a company where in I would be able to expand my professional experience with new challenges and increase my knowledge, develop my potentials and utilize these to the fullest of my strength and ability.

### **WORK EXPERIENCES:**

#### **1.ABU DHABI COOPERATIVE SOCIETY**

**(Mega Mart, Sharjah)**

Time Duration: March 2018 till Date

#### **Position: CASHIER cum SALES ASSISTANT**

#### **DUTIES:**

- Handle cash transactions with customers.
- Receive payment by cash, cheques, credit card etc.
- Checking daily cash accounts.
- Solving all their cash related queries.
- Train the new staff.
- Accurately processing all methods of payment.
- Scan goods and collect payments.
- Redeem stamp and coupons.
- Make sales referrals cross sell products and introduce new ones.
- Resolve customer complaints guide them provide relevant information.
- Maintain clean and tidy checkout areas.
- Keep reports of transaction.
- Pleasantly deal with customers to ensure satisfaction.
- Greet to the customers.
- Responsibility to handling cash, credit card and payments.

- Report to the manager if any problem which is you cannot handle.
- Make and inventory, stocks order.
- Take cash from the customers and process transaction accurately.
- Working as part of a team and assisting colleagues when necessary.

## **2.SAGAR COMPUTER INSTITUTE**

**(Kathmandu, Nepal)**

Time Duration: One Year

**Position: Receptionist:**

### **DUTIES:**

- Making Quotations and LPOs.
- Handling telephone calls and keep records appointments.
- Cooperate all administrative and business details and make sure that they were properly done without delay especially when the manager is out for any transactions.
- Doing correspondences.
- Handle all filing, faxing and typing and correspondences.
- Encodes and verifies data in accordance with the company's productivity aim, accuracy standards and schedule.
- Coordinate conference room bookings and appointments.
- Maintain and order stationery and kitchen supplies.

### **ACADEMIC QUALIFICATIONS AND COURSES:**

- Intermediate in Commerce and Management.
- MS Windows, MS Word, MS Excel, Power Point.
- Office Management Courses.

### **KEY COMPETENCIES:**

- |                        |                                  |
|------------------------|----------------------------------|
| ❖ Flexibility          | ❖ Emotional Maturity             |
| ❖ Ability to Multitask | ❖ Planning and Organizing Skills |
| ❖ Good Judgment Skills | ❖ High Energy Level              |
| ❖ Stress Tolerance     | ❖ Adaptability                   |

### **PERSONAL INFORMATIONS:**

Date of Birth	4th Sep 1995
Civil Status	Married
Citizenship	Nepalese
Language Spoken	English & Hindi
Visa Status	Employment Visa