

Arpana Chhetri

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Seeking a professional job environment where there is opportunity for growth and motivation. Organization, which provides an encouraging and friendly environment to explore my potential in order to further enhance my capabilities and pursue my career in the field of Sales and Marketing skills related organization.

Name: Arpana Chhetri

Date of Birth: 20/09/1996

Gender: Female

Nationality: Indian

Religion: Hindu

Language known: English, Hindi, Nepalese, bengali

Passport No: Z4619671

Qualification:

DEGREE/DIPLOMA	INSTITUTE	YEAR OF PASSING
Bachelor in arts	NBU	2018
XII	ISC	2015
X	ICSE	2012

SAFARI MALL (Muweilah commercial area)

- Sales Associate cum cashier-First shop Safari Mall Sharjah(August 2019 Till date)
- Sales Associate-Big Bazar,Darjeeling India (June 2018 to July 2019).

- **Responsibilities**

- Greet customers at the store and provide them with information

their required products

- Lead customers to desired shelves or aisles and assist them in locating products
- Explain product features and benefits by performing demonstrations and answer any questions that customers may have
- Provide information regarding prices and after sales services and ways in which the latter can be obtained
 - Suggest additional products in a bid to meet the company's and self-sales targets
- Lead customers through the payment process by assisting cashiers with discount information and markdowns
- Oversee wrapping or bagging of purchased items to ensure that they meet the store's standards and the specific instructions of customers
- Ascertain that customers' purchases are carried out to their vehicles by instructing baggers to do the needful
- Create sales reports, detailing all transactions made in a day for the purpose of informing the management of individual sales progress
- Oversee the cleanliness and replenishment of shelves according to marketing and sales directives (such as 4 Ps)

1. Public Dealing at Ease.
2. Fair Communication Skills.
3. Social and friendly manner.
4. Expertise in independent as well as in teamwork

Extra-Curricular activities;

Diploma in computer application for 1 year

1. Software Xp, Windows 7, Operation. **2.** M.S office 2000, 2003, 2007 and 2011. **3.** Internet, Web browsing and web hosting. **4.** Data entering, Email and uploading /downloading.

*I hereby certify and declare all the information here
is true to the best of my knowledge*