



# GOPINI GHIMIRE



## APPLIED FOR

- Waitress / Cashier / Receptionist



## OBJECTIVE

Dedicated and customer-focused Receptionist & Cashier with strong communication, multitasking, and problem-solving skills. Experienced in handling front desk operations, cash transactions, and customer service. Passionate about providing excellent guest experiences while maintaining professionalism and efficiency.



## EXPERIENCE

### Sumeru Trade Com

June 2023 - Jan 2025

Sales Officer

- Built strong customer relationships and contracts.
- Researched the market to understand customers needs.
- Managed and supervised a team to ensure smooth operations and high efficiency.
- Expanded the customer base and increased sales by identifying potential markets.
- Provided training and guidance to employees to improve customer service and sales techniques.
- Researched market trends and customer preferences to optimize sales strategies.
- Built and maintained strong relationships with clients and business partners.

### Bhatbhateni SuperMarket

June 2022 - May 2023

Cashier

- Managed sales transactions and provide excellent customer service.
- Handled administrative tasks and inventory management.



## CONTACT

📍 Dubai, United Arab Emirates  
☎ +971 58 202 2015  
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## SKILLS

✓ Front Desk Management ✓  
Customer Service & Assistance  
✓ Cash Handling & Billing ✓  
Communication & Interpersonal  
Skills ✓ Problem Solving &  
Conflict Resolution ✓ Point of  
Sale (POS) System ✓  
Telephone & Email  
Correspondence ✓ Multitasking  
& Time Management



## LANGUAGES

• English — Fluent  
• Hindi —Fluent



## PERSONAL DETAILS

• Date of Birth : 28/12/1996  
• Marital Status : Single  
• Nationality : Nepali  
• Passport : 09695703  
• Gender : Female  
• Visa Staus : Visit Visa

## NIVEA

Jan 2021 - May 2022

Beauty Advisor / Customer Service Representative

- Communicated sales reports and stock requirements to head office.
- Provided expert knowledge on cosmetics and skincare products to assist customers.
- Demonstrated makeup techniques and suggested suitable products.
- Explained product details, including ingredients, application methods, and promotions.

## VLCC

Jan 2015 - Jan 2021

Sales Representative

- Sold products and met customer needs while obtaining orders from sales outlets.
- Provided beauty advice and product demonstrations.
- Assisted customers with purchasing decisions and operated cash registers.

## Organic Cafe

Jan 2014 - Aug 2015

Waitress

- Greeted guests and provided excellent table service.
- Took orders, processed payments, and handled POS transactions.
- Assisted in food and beverage service, ensuring customer satisfaction.
- Maintained cleanliness and organization of the dining area.
- Resolved customer complaints professionally and efficiently.



## EDUCATION

### Air Hostess Training Institute

Cabin Crew Training Course

### Bijeshwori Higher Secondary School

+2 (High School)

### Baiteshwor Secondary School

SLC

