



**AMISHAGHATANE BK**  
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**Al Satwa, Dubai.**

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### **CAREER OBJECTIVE:**

I seek a challenging assignment in organization that will utilize my knowledge and experience. My aim is to contribute to the objective of the organization and to grow with it. Having an experience in the fields of competition I can be sure of my commitments towards the Company which will endeavour far most in achieving goals.

### **Strength:**

- Positive attitude, hardworking and ability to work under pressure
- Ability to reach goal
- Leadership quality
- Quick learner

### **WORK EXPERIENCE:**

Currently working as a **Cashier Supervisor** and an **Inventory controller** at **Golden Day Hypermarket in Dubai.**

- Receiving the item and recorded in Retails software like GRN and Purchase entry and label inventory items that will be used.
- Purchase Return Entry
- Prepare the Credit Note
- Prepare the Debit Note, Back office sale and Branch Transfer
- As Cashier Supervisor coordinate the activities of other retails cashiers.
- Handles customer complaints
- Ensure the accurate transactions and Assit with any other customer or cashiers task.
- Day close process and ensure the Cash & card sale and reporting to Accounting teams.

Worked as **CASHIER at VIVASUPERMARKET in DUBAI-U.A.E**

For 6 months.

- Ringing up sales, bagging items, requesting price checks, honoring coupons, collecting payment, and giving appropriate change.
- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.

Worked as a **RECEPTIONIST at SODHKHOJ NETWORK PVT LTD in BUTWAL, NEPAL** for 1.8 Years.

- Proven work experience as a Receptionist, Front Office. Representative or similar role.
- Proficiency in Micro soft Office Suite.
- Hands-on experience with office equipment (e.g.fax machines and printers).

### **ACADEMIC QUALIFICATION:**

BACHELOR 2<sup>nd</sup> YEAR MANAGEMENT FINANCE

### **TECHNICAL SKILL:**

- Windows, MS-Office (Word, Excel) Internet.
- Skills ERP Package Tally (ERP9)
- IPOS retails software

### **LANGUAGES KNOWN:**

ENGLISH, HINDI AND NEPALI

### **Passport details:**

Passport no. : PA0111510

Date of issue: 01.02.2022

Date if expiry: 31.01.2032

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge.

Place: Dubai

**AMISHAGHATANEK**

