

# AMRIT DARAI

## Data Entry Clerk, Cashier and Front Desk Officer

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Nationality-Nepal Currently in Dubai, UAE

## EXPERIENCE

03/2024 - Present

Al Mizher 1, Dubai

### Data Entry Clerk, Cashier & Front Desk Officer

#### Al Aseel Trading LLC

Wholesaler and Retailer of Arabic Wear & Kashmiri Arts Specialist in Kandura Tailoring

- Accurately record and reconcile sales transactions on a daily, weekly, and monthly basis
- Ensure all sales data is entered into the accounting system in a timely manner
- Analyze sales trends and provide insights for strategic decision-making
- Monitor and manage accounts receivable, ensuring timely collection of outstanding invoices
- Maintain and update the sales ledger, ensuring accuracy and completeness of records
- Reconcile the sales ledger with the general ledger
- Ensure accurate invoicing and transaction recording
- Building good relationships with customers to keep them happy and loyal
- Working with the sales team to come up with plans to grow the business
- Entering data into the tailoring system and Point of Sale (POS) carefully to keep everything running smoothly

04/2023 - 05/2023

Virtual

### Content Writer

#### Gyaniversity Publications

- Created detailed guidebooks tailored to institutional needs
- Provided customized solutions for assignments
- Meticulously prepared to ensure comprehensive educational support

03/2022 - 04/2022

Virtual

### HR Manager

#### Crazy for Success Foundation

- Utilized social media platforms to expand organizational reach
- Communicate company values through social media channels
- Enhanced brand presence for talent acquisition purpose
- Gaining the reach of the organization on all formats of social media
- Creating digital posters to attract more people towards the organization

## SKILLS

Ms Office - Excel, Word, Powerpoint

Accounting

Tally Erp 9

Tailoring Management System

Point Of Sale (PoS)

Cost Management

Product Management

Human Resource Management

Cash Handling

Content Writing

Social Media Handling

## EDUCATION

08/2020 - 10/2023

Srinagar, J&K India

**Bachelor of Commerce Honours**

Islamia College of Science and Commerce

GPA 8.38 / 10

02/2020 - 01/2021

Srinagar, J&K, India

**Diploma in Computer Application**

All India Institute Of Software Technology

02/2022 - 04/2022

Virtual

**Diploma in Business Analytics in Excel**

Simplilearn

## LANGUAGES

**English**

Proficient



**Hindi**

Proficient



**Nepali**

Native



## SUMMARY

I, Amrit Darai (24 years old), a dedicated employee hailing from Nepal, brings a dynamic blend of skills and experience to the table. With a Bachelor's in Commerce (Honors) and a background in Data Entry, Cashier and Front Desk Officer, I thrive in diverse work environments. Known for my proactive approach and strong communication abilities. Eager to leverage my talents to drive success and make a positive impact wherever I go.