

Sabita Giri



Bur Dubai



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Professional Summary

Motivated and results-driven Sales Executive in generating leads, driving sales, and fostering client relationships. Adept at identifying customer needs, delivering tailored solutions, and closing deals to exceed targets. Strong communicator with a proven ability to engage clients and build long-term partnerships. Committed to contributing to team success and company growth while developing skills in sales strategy and client management.

Key Expertise

- Customer Service & Communication
- Sales & Product Knowledge
- Cash Handling & Payment Processing
- Time Management & Organization
- Cleaning & Maintenance
- Espresso Preparation & Latte Art

Work Experience

Sales Executive

Bhat Bhateni Supermarket, Kathmandu, Nepal (Dec 2023 – Sep 2024)

- Provided excellent customer service by assisting shoppers with product selections and addressing inquiries.
- Promoted and upsold store products, driving sales and meeting daily targets.
- Managed and organized product displays to enhance visibility and attract customer attention.
- Ensured the store environment was clean, organized, and visually appealing to enhance the shopping experience.
- Supported seasonal promotions, discounts, and special offers to increase sales and customer engagement.
- Collaborated with team members to maintain smooth store operations and meet customer needs.
- Handled cash register operations, processed transactions, and ensured accurate billing.
- Continuously monitored customer feedback to improve service quality and address any concerns.

Waitress

Sunrise Cafe, Lalitpur, Nepal (Aug 2022 – Jan 2023)

- Took and served customer orders accurately and promptly.
- Supported barista staff, maintained stock, and ensured a clean dining area.

Barista

Sunrise Cafe, Lalitpur, Nepal

Feb 2023 – Jun 2024 (4 months)

- Crafted espresso-based drinks with attention to quality and presentation.
- Greeted customers, assisted with menu selections, and processed payments.
- Maintained cleanliness of the bar area and adhered to health and safety regulations.

Sales Associate and Receptionist

Step One Educational Consultants Pvt Ltd., Kathmandu, Nepal (June 2021 - July 2022)

- Assisted customers with inquiries, providing detailed product knowledge and guidance.
- Processed sales transactions efficiently and maintained a clean, organized display area.
- Built positive relationships with clients, enhancing customer satisfaction and loyalty.

Education

Bachelor in Business Studies (BBS) - Accounting (January 2020)
GP Koirala Memorial School, Tribhuvan University

Intermediate (+2) in Account (October 2017)
Kathmandu The Insight Vision Secondary School

Skills & Certifications

- Computer Skills: Microsoft Office (Word, Excel, PowerPoint)
- Barista Training Certificate

PERSONAL DETAILS

Visa Type	: Visit Visa
Languages Known	: English, Hindi & Nepali
Gender	: Female
Date of Birth	: 26/12/2000
Marital Status	: Unmarried
Nationality	: Nepali