



BIJAY ACHARYA

OBJECTIVE

A highly creative and hardworking individual with over four years of experience in sales, cashier and costumer service. I am truly passionate about my work and always eager to connect with my team members,my Passion is to work in a result driven challenging environment where I can set my experience and expertise to achieve the objective of organization and enhance my performance.

EXPERIENCE

◦ NEW ERA SUPERMARKET

Feb 2021 - Present

MERCHANDISER/INDOOR SALES

- Organized store merchandise racks and display's to promote and maintain visually appealing environment.
- Stocked merchandise, clearly labeling items,arranging according to size or color and preparing attractive displays.
- Updated pricing and signage to complete products display and educate costumers.
- Change shelves,racks and display to meet schematic designs.
- Checking the expiry date of product monthly and prepare the list of near expiry products.
- Prepare the list of needed products and order to relative suppliers.
- Receiving the delivered products ensuring the quality and quantity of the delivered products.

◦ NEW ERA SUPERMARKET

Feb 2019 - Apr 2021

CASHIER

- Balance cash drawer by counting cash at beginning and end of work shift.
- Collect payment by accepting cash or card, Process return transcation.
- Resolves customer issues and answer questions.
- Provide a positive costumer experience with fair, friendly and courteous service.
- Maintains a safe and clean environment by complying with producer,rules and regulations.

EDUCATION

◦ BUTWAL TECHNICAL INSTITUTE

2017

DIPLOMA IN MECHANICAL ENGINEERING

50%

◦ SIDDHARTHA GAUTAM BUDDHA CAMPUS

2015

HIGH SCHOOL DIPLOMA

CONTACT

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📍 Al Diyafah,Dubai
United Arab Emirates

SKILLS

- Sales
- Planning
- Data entry
- Communication
- Sales planning

INTERESTS

- Internet surfing
- Travelling
- Photography

LANGUAGES

- English
- Nepali
- Hindi

- **SHREE RASTHIYA SECONDARY SCHOOL**

2013

SCHOOL LEAVING CERTIFICATE

48%

DUTIES AND RESPONSIBILITIES

- Ensuring the quality and quantity of the products to be delivered.
Receiving phone calls,online order and prepare to dispatch.
Maintaining accurate information about updated peice of promotion items on online
Handling complaints to built strategies for improving the overall experience and fos

COURSE

- DIPLOMA IN MICROSOFT OFFICE(WORD, EXCEL, POWERPOINT)