

SUJAN MUKHIYA

(Visa Status: Visit Visa)

Sales Associate/Cashier

ABOUT ME

Successful at multi-tasking and delivering prompt and friendly service to customers. Maintain a positive attitude and a great sense of humor during peak hours. Highly effective at anticipating customer needs. Friendly, punctual and enthusiastic team player.

WORK EXPERIENCES

Salesperson/FOH, Capital Catering, Abu Dhabi

Jul 2022 – Jul 2024

- Greet and assist clients with professionalism and enthusiasm.
- Provide detailed information about catering services, menu options, pricing.
- Oversee event logistics, including menu planning, setup, and special arrangements.
- Stay knowledgeable about the catering menu, including ingredients, dietary options, and seasonal specials.
- Maintain accurate records of client interactions, bookkeeping, and sales.
- Provide exceptional customer service by ensuring client satisfaction before, during, and after events.
- Accreditation.

Cashier/ Sales Representative, MAX, Kathmandu, Nepal

Nov 2019 – Dec 2021

- Greet and assist customers with friendly and professional demeanor.
- Provide information about products, promotions and store policies.
- Restock shelves and ensure products are visually appealing.
- Assist in merchandising and setting up promotional displays.
- Ensure compliance with store and corporate standards.
- Stay informed about the latest products and trends related to the brand.

Cashier/Sales Associate, Bhat-Bhateni Supermarket, Nepal

Oct 2017 – Aug 2019

- Greet and assist customers in a friendly and professional manner.
- Provide product information and recommendations to meet customer needs.
- Process sales transactions accurately using a point –of – sale (POS) system.
- Scan items, handle cash, credit and debit card payments and issue receipts.
- Collaborate with team members to achieve sales goals and enhance customer Satisfaction.

EDUCATION

Bachelor Degree, Business Administration

ACMT, Kathmandu, Nepal

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✉️ Sujanmk431@gmail.com
📍 Burjuman, Dubai

SKILLS

Customer Engagement
Reservation Management
Product Knowledge
Communication
Problem Solving
Team Collaboration
Adaptability
People Friendly and good listener
Keen to learn new things
Can work under time pressure

ITS SKILLS

MS Office, Tally, Outlook
Data analytics
Windows, Mac OS
Fixed Hardware and software issues

LANGUAGES

English
Hindi
Urdu
Nepali (Mother Tongue)