



DIPESH DHAKAL

Applied Position: Cashier/Salesman

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Date of Birth: 11th August 2000

Nationality: Nepali

Passport Number: 11927210

Passport Expiry: 15th March 2030

Visa Status: Cancelled Visa

EXPERIENCE

Sep 2018
Aug 2021

CASHIER/SALESMAN | BHATBHATENI SUPERMARKET | ITAHARI, NEPAL

Responsibilities:

- Manage stock and inventory balances accurately.
- Provide customer service, cashhandling, cleaning, floor-sets, opening and closing procedures, and operate a POS system.
- Scan customers' groceries swiftly, handle cash transactions accurately and provide friendly customer service daily.
- Process all POS transactions including cash, credit cards, and balance registers at close of business.
- Commend us for exceeding food safety guidelines and ensuring the highest quality product through meticulous store cleanliness.
- Strengthen the Walmart brand by interacting positively and professionally with a highly diverse customer base.

Oct 2021
Feb 2023

DATA ENTRY CUM ADMIN PEACE ZONE HIGHER SECONDARY SCHOOL | ITAHARI, NEPAL

Responsibilities:

- Accurate data entry into databases and spreadsheets.
- Organizing and maintaining records and files.
- Handling correspondence, emails, and phone calls.
- Scheduling appointments and coordinating meetings.
- Assisting with document preparation and report generation.
- Managing office supplies and equipment.
- Ensuring compliance with data protection regulations and company policies.
- Providing support to colleagues and clients as needed.

EDUCATION

JUN 2018

HIGH SCHOOL, VISHWA ADARSHA HIGHER SECONDARY SCHOOL, NEPAL

Passed with First Division Marks.

SEP 2022

BACHELOR IN COMPUTER SCIENCE AND INFORMATION TECHNOLOGY, NEPAL (Undergraduate)

SKILLS

- Strong knowledge of Computer (MS Word, MS Excel, Adobe Photoshop)
- Excellent communication skills, both verbal and written
- Be able to process transactions accurately and quickly.
- Abilities you use to succeed in a role that involves handling cash

DECLARATION

I certify that the information provided in this resume is true and accurate to the best of my knowledge.

REFERENCE

Available upon request.

-DIPESH DHAKAL