



## Manisha Kumari Singh

Pursuing opportunity which will allow me to grow professionally, while effectively utilizing my versatile skills set to help promote your corporate mission and exceed team goals. Quick learning, polite and willing to work under all the circumstances to uplift the company.

Mob no: +971-564514349

Mail ID:

manishasingh101310@gmail.com

### SKILLS

Assisting customers with their needs

Handling returns and exchange

Active Listening

Presentation

Good Communication

Patience

Time Management

Ability to work independently, effectively and efficiently

Strong Leadership and good team player

### WORK EXPERIENCE

- Worked as a **Sales Girl in Bhatbhateni SuperMaket**, Itahari (May 21- April 2024)
- Worked as Tailor in **small Scale Shop**, Kanchanpur. ( May 2020 - Jan 2021)

### Job Description

- Greeting and Welcoming the customer and assisting the customer.
- Maintaining knowledge of currents Sales and promotions.
- Product Knowledge according to quality style price etc.
- Handle and resolve customer complaints.
- Designing and creating clothes for customers.
- Turning the customer's service into sales.
- Product Knowledge according to quality style price etc.
- Turning the customer's service into sales.
- Handle and resolve customer complaints.
- Attending to customer needs, understand their requirements so that maximum number of enquiries is handled quickly.

### PERSONAL DETAILS

Date of Birth : 23<sup>rd</sup> March 2002  
Nationality : Nepalese  
Gender : Female  
Marital Status : Married  
Languages Known : Nepali, Hindi - Excellent (Read, Write and Spoken)  
**Visa Status** : **Family Visa**  
**Visa Expiry** : **17-12-2026**

### EDUCATION

S.L.C : passed from Sarbodaya Secondary School, Kanchanpur, Nepal. (2018 A.D)  
+2 : passed from Sarbodaya Secondary School Kanchanpur, Nepal. ( 2020 A.D)

I hereby declare on my word of honor that this information is correct and complete and that I shall immediately inform any changes in my situation. I can submit proof of all the information if needed.

Sincerely

( Manisha Kumari Singh )