



MANJU LAMA

Sales girl

I am 25 years old. I have done my intermediate level in management faculty mainly focusing financing management. I strive to gain professional experience, my passion is in being confident in my own judgement and decisions. I am a hard working and through other person I learn quickly. I am looking for opportunity to develop my skill and experience.

CONTACT



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Dubai, Al khail gate, Al quoz 4

EDUCATION

SLC (Grade 10)

Silver shrine academy

Intermediate(+2)

Bansbari HSEB School

SKILLS

- Computer - Experienced
- Management skill
- High Personal culture
- Good Communication Skills
- Competent customer service

LANGUAGE

English



ACHIEVEMENTS



DISCIPLINE

I have achieved certificate with Grade 'A' in Intermediate Level at college because I used to be punctual in time and also do every work at given time period.

EXPERIENCE



RECEPTIONIST

Portfolio Institute / KATHMANDU / February, 2019 - May, 2020

I have done work as being receptionist for 1 year. Here, I learned many more works as it was institute where student used to come to hold knowledge of computer, learn languages etc. Holding my position, I should describe them about study, teachers, environment and deal with polite and respective manners which all feel comfortable.



SALES GIRL

AK MART / KATHMANDU / February, 2021 - July, 2023

My Aim is to hold some profession in life so, being forward I got the best position in CSA (Customer Service Assistant) here, I learn to do customer service, maintain good/product and observe quality of product with expiry date. I had work for 2 years where I uplift my position to cashier also and have some better skill on it. Furthermore, I want to be engage where I can share and learn many more.

TRAINING/CERTIFICATIONS



Computer

OXFORD INSITUTE / 2017

Office Package (Microsoft word, Microsoft excel, Microsoft powerpoint, Photoshop)

