

Punita Rai

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📍 Dubai, UAE

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EXPERIENCE

Amritbrikshya Saving and Credit Co-operative Society LTD.....

HR Manager

April 2021 - April 2023, Nepal

Training and Development

- Conducting training programs to improve employee skills and productivity.

Performance Management

- Developing evaluation systems and conducting regular performance reviews.

Recruitment and Employee Records

- Managing recruitment processes and maintaining accurate employee records.

Payroll and Administrative Tasks

- Overseeing payroll processing and ensuring compliance with labor laws.

Majid Al Futtaim Hypermarkets LLC.....

Cashier

Dec 2014 - April 2019, UAE

Transaction Processing

- Handling cash, credit and debit transactions accurately and efficiently.
- Operating cash registers, point-of-sale (POS) systems and other transaction equipment.
- Ensuring correct pricing and scanning of items.

Customer Interaction

- Greeting customers warmly and addressing their inquiries.
- Assisting customers with purchases and providing information about products and services
- Handling customer complaints and resolving issues promptly and courteously.

Cash Management

- Counting money in cash drawers at the beginning and end of shifts to ensure amounts are correct.
- Balancing cash registers and generating sales reports.
- Managing and reconciling discrepancies in cash transactions.

Sales Support

- Promoting and upselling products and services to customers.
- Providing information on promotions, discounts and loyalty programs.
- Assisting with inventory management by tracking sales and restocking shelves.

EDUCATION

Tribhuvan University

Masters in Business Studies (MBS)

Nepal



SUMMARY

Experienced in training, performance management and administrative tasks. Skilled in customer service, cash handling and sales support, with a strong focus on accuracy, efficiency and workplace productivity. Dedicated to delivering high-quality results and contributing to team success in any work environment.

PASSPORT DETAILS

- Visa Type: On Visit
- Passport Number: PA2838860
- Date of Issue: 30 May 2024
- Date of Expiry: 29 May 2034

BASIC DETAILS

- Place of Birth: Morang, Nepal
- Height: 5 feet
- Nationality: Nepalese
- Gender: Female

SKILLS

- E-Mail
- Microsoft Packages
- Digital Websites
- Leadership
- Communication
- Customer Service
- Teamwork
- Time management
- Adaptability

LANGUAGES

- Nepali (Native)
- English (Advanced)
- Hindi (Advanced)