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: kunwarrajanee@gmail.com



: Dubai UAE

PERSONAL PROFILE

- Date of Birth : 21 Jun 1985
- Gender : Female
- Nationality : Nepalese
- Marital Status : Unmarried

PASSPORT DETAILS

- Passport no : PA3256884
- Issue date : 11 Sep 2024
- Expiry date : 10 Sep 2034
- Visa status : Visit Visa

LANGUAGES KNOWN

- ENGLISH
- HINDI
- NEPALI

SKILLS & STRENGTH

- Excellent Communication Skills
- Customer Services
- Organizational Skills

RAJANEE KUNWAR

CAREER OBJECTIVE

Proven work experience (most recent) of 5 years as a **Front Desk Receptionist** in a not-for-profit organization in Nepal **with excellent communication skills; time management; calendar management; organizational skills; problem solving skills and so on.**

Currently, I am seeking to kick-start my career in a new country to broaden my horizon of knowledge; and work with the best team in a multi-cultural environment setting that motivates **excellence; passion for work; integrity towards the organization/company** enabling me to become competitive in my chosen field/endeavor

WORK EXPERIENCE

Educate The Children Nepal

Jul 2019 – Jun 2024

Front Desk Receptionist

Kathmandu, Nepal

- Projecting professional welcome to the responsible authorities from partner organizations and other visitors.
- Keep everyone visiting well informed in person and those on call via phone or email.
- Handle incoming calls and provide information and transfer to the right department; as well as outgoing calls.
- Handle incoming and outgoing email, package and deliveries.
- Assist with filing; data entry; printing; copying and office supply management and maintain inventory and so on.

A to Z Saving and Credit Cooperative Ltd.

Apr 2017 – Jun 2019

Cashier

Nepal, Nepal

- Process money transactions request by customers.
- Manage cash flow and maintain a ledger balance at the end of the day.
- Supervise the deposit and withdrawal of cash from the bank's vault.
- Supervised a team of six Cash Collectors (daily saving collection and loan instalment collection)
- Cross check/Inform customer's about suspicious transactions.
- Provide customer support.
- Account posting through computer.

Namaste Supermarket

Jan 2015 – Feb 2017

Sales Associate

Nepal, Nepal

- Greet customers; understand their needs; and provide recommendations. Stay informed about products/services to effectively explain benefits to customers.

- Time Management Skills
- Calendar Management
- Problem Solving
- Attention to detail
- Professionalism
- Basic Computer Skills

- Ensure smooth order placements; invoicing; and payment handling.
- Persuade customers; handle objections; and finalize sales.
- Address customer inquiries; complaints; and post sale support.
- Analyze customer preferences and provide feedback for business improvement.
- Promote special offer; upsell additional products; and increase revenue.
- Keep track of sales; customer details; and follow-up schedules.
- Work with the marketing and delivery teams to ensure customer satisfaction.

QUALIFICATION

Master of Arts - English	2013
Dillibazar Kanya Multiple Campus	Nepal
Thesis/Dissertation topic: <i>Racism on To Kill A Mockingbird by Harper Lee.</i>	

IT SKILLS

✓ **Basic Course Completed** (MS Word, MS Excel, PowerPoint ,Email ,Internet)

DECLARATION

I hereby declare that the above stated information is true to the best of my knowledge and belief.

Rajanee Kunwar
Applicant