



RAJANEE KUNWAR

CAREER OBJECTIVE

Proven work experience of 5 years as a **Front Desk Receptionist** in a non-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 explore a new career path and 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 2019 - 2024
Front Desk Receptionist Kathmandu, Nepal

- Projecting professional welcome to the responsible authorities from partner organizations and other visitors/guests.
- Keep everyone visiting well-informed in person and those on call via phone or email.
- Handle incoming calls as well as outgoing calls; and provide information and transfer to the right department.
- 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.

2017-2019
Kathmandu, Nepal

- Cashier**
- 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 installment collection)
 - Cross check/Inform customers about suspicious transactions.
 - Provide customer support.
 - Account posting through computer.

Namaste Supermarket 2015 - 2017
Sales Associate Kathmandu, Nepal

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

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 : kunwarrajanee@gmail.com

 : Dubai, UAE

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

- 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.
- Analyse 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</i> by <i>Harper Lee</i> .	

IT SKILLS

✓ **Basic Course Completed** (MS Office Suite: Word, MS Excel, PowePoint, Email, Internet)

DECLARATION

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

Rajanee Kunwar
Applicant