



# SHIBA KHADKA

HEAD CASHIER

SALESMAN

## PERSONAL INFORMATION

NATIONALITY : NEPALI

DATE OF BIRTH : 31/12/2001

PASSPORT NUMBER : PA0394888

## CONTACT

+971 566977204

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Al Jerf 2, Ajman, UAE

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## EDUCATION

2005-2016

SHREE GYAN PRAKASH H.S.S

- Secondary School Level with Optional Maths

2017-2023

VALLEY COLLEGE OF ENGINEERING

- Diploma In Civil Engineering
- GPA: 3.4/ 4.0

## SKILLS

- Cash Handling
- Leadership Training and Experience
- Inventory Management
- Sap,Tally,Excel,Word or PowerPoint Experienced
- Cashier Experience
- Supervising
- Customer service
- Time Management

## LANGUAGES

- Nepali (Native Language)
- English (Fluent)
- Hindi (Fluent)
- Arebic (Basics)

## PROFILE

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

## WORK EXPERIENCE

### Al safeer group of companies

2023 - 2024

Head cashier

- Maintain positive work environment for all cashier.
- Resolve cash tills at the end of every shifts.
- Generate accurate reports for each registers.
- Communicate clearly and openly with customers.
- Manage the checkout area and ensure each station remains clean and efficiently run.
- Read source documents such as cancelled checks, sales reports, or bills and enter data in specific data fields.
- Coaching and supervising all cashiers, maintaining healthy work environment, and reviewing cashier's preformances.

### Bhatbhateni Supermarket Kathmandu,Nepal

2021 - 2023

Salesman

- Greet customers.
- Help customers find items in the store.
- Check for stock at other branches or order requested stock for customers.
- Provide customers with information about items.
- Ring up purchases.
- Elevate complaints to management.
- Keep track of inventory.
- Resolves customer complaints by investigating problems, developing solutions, preparing reports, and making recommendations to management.

### ClassicTech

2019 - 2020

Technician

- Assist customers in configuring computer and router for internet access.
- Test operation, explain and demonstrates service to customer.
- Provide technical knowledg, expertise and training to other installer as required.
- Configuring networking equipment per the direction of engineer or manager.