



REJINA GAUTAM

Sales/cashier

My Contact

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☎ +971 557191001

📍 Sharjah ,UAE

Personal Details

- Gender : Female
- Nationality : Nepali
- Date of Birth : 12/08/1998
- Visa status : Employment Visa

Education

- High school HSEB, Higher
- Secondary BBS Bachelor of
- Business Studies

Computer knowledge

- Basic Knowledge
- MS Office, mailing

Skills

- Creativity
- Leadership
- Teamwork
- Time management
- Communication
- Problem solving
- Customer service
- Hard Working

Languages

- English
- Hindi
- Nepali

About Me

To obtain a responsible, challenging and rewarding position within a company that allows me to learn new technologies and skills, while utilizing my previous experiences, performing beyond my recent abilities, building a strong business relationship within the company/respective clients; exceeding expectations, adding value and contribution to the company's success.

Professional Experience

• Sales Girl / Cashier

Nesto Hypermarket – Al Nahda Sharjah Miya Mall, UAE -
July 2022 to till now

Key responsibilities:

- 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.
- Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations.
- Operating scanners, scales, cash registers, and other electronics.
- Balancing the cash register and generating reports for credit and debit sales.
- Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer.
- Processing refunds and exchanges, resolving complaints.
- Bagging or wrapping purchases to ensure safe transport.

• Customer Service Representative

Nesto Hypermarket

- Identify and assess customer's needs to achieve satisfaction.
- Build sustainable relationships and trust with customer accounts through open and interactive communication.
- Provide accurate, valid and complete information by using the right methods/tools.
- Maintains security and telecommunications system.
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Declaration

I hereby certify that the above information is true and correct according to the best of my knowledge. If selected, I assure that I would perform to the best of my abilities and beyond. Awaiting kindly for a favorable response. Thank you.