Samikshya Neupane

Performance Marketer, SALES, CUSTOMER ORINTATED, Creationand Strategy Planner

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Greetings, I am Samikshya Neupane, a determined advocate of achieving success through unwavering efforts. Proficient in the roles of Performance Marketer,customer based, Content Creator, and Strategy Planner, I harness my dynamic sales acumen and adept communication skills to orchestrate and seal impactful business deals.

WORK EXPERIENCE

Kailali Fashion store Cashier cum sales

Since 2022

TASK AND RESPONSIBILITIES:

1. Cash Handling: Managing cash transactions, processing payments, and providing accurate change to customers.
2. Customer Service: Assisting customers with inquiries, helping them find products, and ensuring a positive shopping experience.
3. Inventory Management: Keeping track of stock levels, restocking shelves, and informing management when items need to be reordered.
4. Cash Register Operation: Operating the cash register or point-of-sale system efficiently and accurately.
5. Loss Prevention: Preventing theft or fraud by closely monitoring customers and following security procedures.
6. Sales: Promoting and upselling products to customers, as well as meeting sales targets.
7. Record-Keeping: Maintaining records of sales transactions, returns, and exchanges.
8. Cash Reconciliation: Balancing the cash register at the end of the shift and preparing daily sales reports.
9. Cleaning and Organizing: Keeping the sales area clean, organized, and visually appealing.
10. Knowledge: Staying informed about product features, prices, and promotions.
11. Compliance: Adhering to company policies, procedures, and legal regulations, including age-restricted sales for certain products.
12. Communication: Communicating effectively with customers, coworkers, and management.

Front Desk Receptionist WAVE (NEPAL KATHMANDU)

Since October 2020 - 2022

TASK AND RESPONSIBILITIES:

1. Greeting Visitors: Warmly welcoming visitors, clients, or guests as they arrive at the organization or office.
2. Answering Phone Calls: Handling incoming phone calls, routing them to the appropriate person or department, and taking messages when necessary.
3. Scheduling Appointments: Managing and scheduling appointments, meetings, and reservations.
4. Providing Information: Offering information about the organization, its services, or basic inquiries from visitors.
5. Check-In and Check-Out: Assisting with the check-in and check-out process for guests or clients, if applicable.
6. Mail and Email Handling: Sorting and distributing mail, as well as managing email correspondence.
7. Security: Monitoring access to the building or office, ensuring visitors sign in, and following security protocols.
8. Administrative Support: Providing administrative support such as data entry, filing, and photocopying.
9. Maintaining Reception Area: Keeping the reception area tidy, organized, and presentable.
10. Problem Solving: Handling unexpected situations or issues that may arise at the front desk, such as addressing visitor concerns or resolving scheduling conflicts.
11. Assisting Other Departments: Collaborating with other departments to fulfill specific tasks or assist with various administrative functions.
12. Guest Services: Ensuring guests have a positive experience by offering assistance, refreshments, or directions as needed.
13. Technology Use: Utilizing office equipment and software, such as computer systems, phone systems, and scheduling software.
14. Confidentiality: Maintaining confidentiality and discretion, especially when dealing with sensitive information.
15. Communication: Effectively communicating with colleagues, superiors, and visitors.

sales endeavors.

VOLUNTARY EXPERIENCE

Teacher – Guras Montessori village

Mass speaker, – **Dream,Start,Change for Charity and Culture,, Nepal**

Since 2014

INTERSHIPS

Account Assistance– Janasewa higher secondary school

Aug 10 2024 till October 2024

COMPUTER SKILLS

Adobe Premiere

MS office

SKILLS
Cashier
Call center
Customer handling
Sales
Team management

"References Available Upon Request"