

Sangita Magar

Alia, Ajman UAE

971524913312 | magarsangita678@gmail.com

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- Pawan dairy industries pvt.ltd., Nepal** 2015 - 2019
Account assistant
 - Data Entry for the Raw Milk
 - Packaging of Milk Products Inventory
 - Record Keeping
 - Milk Processing Marketing
 - Reception at the Counter
 - Cashier
 - managing invoices and payments
 - providing administrative support
 - preparing reports, and handling client communications.
- United Wire and cable industries pvt.ltd., Nepal** 2020 - 2023
Jr. Accounted
 - Order receive and dispatch
 - Daily stock maintain
 - Receiving and processing all invoices
 - expense forms and requests for payments.
 - Handling petty cash
 - preparing bills and receipts.
 - Maintaining accounting records
 - making copies, filing documents, etc.

Education

- High school**
Management

Skills

- Diploma in computer accounting course

Personal Details

- Date of Birth : 18/09/1995
- Marital Status : single
- Nationality : Nepali
- Religion : Hindu
- Gender : Female