

Sima

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Address : Dubai - U.A.E.
Date of Birth : 25 Aug 1996



Profile Summary

Looking to be acquainted with a good and well-established organization that provides me with a challenging and environment than enabling me to improve my skills chosen field and contribute substantially to the growth organization as a team player. I keep flexibility to work in any aspect of my career

Gulf Experience

Company Name : Local Family
Designation : Care Giver
Duration : 2 Year's
Location : Cyprus

Responsibilities

- ◆ Assist clients with personal care activities including grooming, bathing, and medication management.
- ◆ Engage clients in meaningful interactions to promote emotional well-being and companionship.
- ◆ Perform light housekeeping tasks and assist with meal preparation.
- ◆ Monitor clients' health status and communicate any changes to relevant parties.
- ◆ Maintain accurate records of care activities and effectively communicate with supervisors and family members.

Company Name : Nesto Hypermarket
Designation : Cashier
Duration : 2 Year's
Location : Dubai

Responsibilities

- ◆ Process customer transactions efficiently and accurately using cash registers or POS systems.
- ◆ Handle cash, credit, and debit card transactions, ensuring proper reconciliation of funds at the end of shifts.
- ◆ Provide excellent customer service by greeting customers, addressing inquiries, and resolving complaints.
- ◆ Maintain cleanliness and organization of the cashier area, including restocking merchandise and maintaining displays.
- ◆ Follow company policies and procedures regarding cash handling, refunds, and exchanges to ensure compliance and security.

Company Name : Emirates Star Hotel Apartments
Designation : Receptionist
Duration : 2 Year's
Location : Dubai

Responsibilities

- ◆ Welcome and greet visitors in a professional and friendly manner.
- ◆ Answer phone calls, take messages, and route calls to appropriate staff members.
- ◆ Schedule appointments and maintain calendars for meetings and events.
- ◆ Handle incoming and outgoing mail and packages.
- ◆ Maintain cleanliness and organization of the reception area.

Company Name : Kooik Mart
Designation : Cash Supervisor
Duration : 1 Yea
Location : Dubai

Responsibilities

- ◆ Oversee cashiers and cash handling procedures to ensure accuracy and compliance with company policies.
- ◆ Train and supervise cashier staff, providing guidance and support as needed.
- ◆ Monitor cash flow and reconcile cash registers at the beginning and end of each shift.
- ◆ Handle customer inquiries, complaints, and escalations regarding cash transactions.
- ◆ Assist with scheduling, performance evaluations, and other personnel-related tasks as needed.

Company Name : viva supermarket
Designation : Cashier
Duration : 2 Year's
Location : Abu Dhabi

Responsibilities

- ◆ Maintain clean and tidy checkout areas; Track transactions on balance sheets and report any discrepancies; Bag, box or gift-wrap packages; Handle merchandise.
- ◆ Maintained **clean** and organized **checkout areas**, ensuring a pleasant shopping experience for customers. Managed customer complaints and resolved issues.
- ◆ This key duty involves scanning items, entering item prices into the register, and processing cash, cheques, and debit and credit cards .
- ◆ Handle cash transactions with customers using cash registers; Scan goods and collect **payments**; Issue receipts, refunds, change or tickets; Redeem stamps.
- ◆ Ability to work in a fast-paced environment and multi-task efficiently. Knowledge of store products and location. Accuracy and attention to detail, particularly in handling cash and processing transactions.

My Keys for Success

- Proficient in Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook.
- Fast and accurate typing skills.
- Ability to troubleshoot and resolve basic computer issues.
- Knowledge of computer maintenance tasks.
- Proficiency in file management on computers and cloud storage platforms.
- Skill in conducting effective online research.

Education Background

- SLC : wisdom Boarding Higher Secondary School
- +2 : Horizon Boarding Higher Secondary School

Personal Information

Nationality : Nepal
Marital Status : Single
Language : English, Hindi, Nepalese
Passport : 10760419
Date of Expiry : 22nd Feb 2028
Visa status : Cancelled Visa