



# SUDIP RASAILI

Passionate and comprehensive personal with adequate experience in providing administrative and management skills in office settings. Accustomed to addressing the changing needs of an office and supporting colleagues and superiors with excellent assistance skills. Experienced in maintaining e-commerce sites, small personal online business and knowledge of computing as well. Eager and ready to leverage my managerial and administrative skills to best serve your company.

## CONTACT

+971544859127

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DUBAI , AL BARSHA 1

## EDUCATION

### Diploma in computing

Softwarica / Kathmandu /  
September, 2017 - February,  
2020

Step By Step H.S.S (+2) /  
Pokhara, Nepal / July, 2014 -  
July, 2016

## SKILLS

- Adaptability, leadership and Teamwork
- Excellent Communication skills
- Strong attention to detail
- Problem Soloving
- Time management

## LANGUAGE

English ● ● ● ● ○

Hindi ● ● ● ● ○

Nepali ● ● ● ● ●

## EXPERIENCE

### Cashier/sales associate

Bhat-bhateni Supermarket / Kathmandu, Nepal / September, 2022  
- July, 2024

- Operate POS system and accept payments through cash as well as cards.
- Issue receipts, refund, change or tickets.
- Handling customers questions and concerns.
- Assists customer in pricing, product information and more.

### Office Assistant

Alien Travels and Tours pvt. ltd. / Kathmandu, Nepal / March, 2021  
- July, 2022

- Handling company website and making tour package and posting them on the website.
- Maintaining records in database through MS excel and also MS office.
- Managing travel tickets as well as hotels from online and also in remote area.
- Handling visitors and briefing the tour packages.

### Primary School Teacher

Occidental Public School / Kathmandu, Nepal / April, 2020 -  
January, 2021

- Creating learning resources.
- Classroom management.
- Lesson planning and preparation.
- Assign and correct homework.