

SUMAN CHHETRI

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Professional Summary

Results-oriented professional with experience in sales, office administration, and customer service. Proven track record of driving sales growth and ensuring client satisfaction through strong relationship-building and effective communication. Skilled in organizing office operations, CRM management, and strategic planning. Multilingual communicator fluent in English, Hindi, and Nepali (conversational Tamil), adaptable to multicultural environments and ready to contribute to dynamic UAE organizations.

Work Experience

Sales Officer, Intellivision Call Center - Dubai, UAE (Feb 2025 - Present)

- Achieved a \$1,000 sale via cold calling in the first month.
- Closed a \$5,000 sale in the second month through proactive outreach.
- Maintained accurate client records and provided top-tier customer service.

Area Sales Manager, Shreebham Beauty Clinic Nepal Pvt Ltd - Nepal (Jul 2024 - Jan 2025)

- Tripled monthly sales through strategic upselling and client outreach.
- Led a regional sales team, providing training and performance management.
- Managed administrative tasks and drove market expansion initiatives.

Skills

- Customer Service Excellence
- Sales & Relationship Management
- Office Administration
- CRM and Data Entry
- Strategic Planning
- Communication Skills

Education

High School Diploma, Janapriya Multiple Campus - Nepal (June 2024)

Languages

- English (Fluent - Read, Write, Speak)
- Hindi (Fluent)
- Nepali (Native)
- Tamil (Conversational - Read & Write)