

SUJATA KHATRI

Mechinagar - 6, Jhapa; Nepal



Contact



+971551653375



khatri Sujata9816@gamil.com

skills

- Communication
- Creativity
- Time management
- Leadership
- Fast learning
- Problem Solving
- Teamwork
- Decision Making

Education

- **12th Pass**
- **Bachelor 4 years**
- **Basic Computer Course**

Passport Details

- Passport No. : BA0129324
- Date of Issue : 24 /07/2023
- Expiry of Issue : 24 /07/2033

Language

- Nepali
- English
- Hindi

PROFESSIONAL SUMMERY

To obtain a challenging position at a recognized firm where I may grow my knowledge, abilities and learning. Find a responsible job opportunities where I can put my learning and skills to good use while contributing to the organization's success.

Professional Experience

♦ **Cashier**

Karnali Cooperative Bank Ltd [2020-2023]

- Managed daily cash transactions, balancing registers and ensuring accurate cash handling.
- Processed customer deposits, withdrawals, and other banking services efficiently.
- Assisted customers with inquiries and provided information regarding banking products and services.
- Maintained an organized cash drawer, ensuring minimal discrepancies.
- Coordinated with team members and management to enhance customer satisfaction and operational efficiency.

• **Receptionist**

Laxmi Education Consultancy — Nepal [2018-219]

- Greeted clients, answered phone calls, and responded to inquiries regarding educational programs and services.
- Managed appointment scheduling, coordinated meetings, and provided information to prospective students and their families.
- Assisted in administrative duties, including data entry, filing, and document preparation.
- Ensured a professional and welcoming atmosphere for clients and visitors.
- Handled correspondence and communication with clients, educational institutions, and partners.

Personal Details

Date of Birth : 21/08/1999

Sex : Female

Father's Name : Mr.Durga Bahadur Khatri

Mother's Name : Mrs. Lila Khatri

Nationality : Nepali

Religion : Hindu