



KABITA ROKAYA

SALES REPRESENTATIVE

CONTACT

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Dubai, UAE

EDUCATION

- HIGHER SECONDARY EDUCATION

SKILLS

- Effective Communication
- Well – Behaved
- Confidence
- Patience
- Team Works
- Multitasking
- Detail Oriented
- Motivated
- Reliable
- Customer Services
- Positive Attitude
- Computer Skills (Ms. Office, Excel, PowerPoint etc.)
- Data Entry

LANGUAGES

- Nepali
- English
- Hindi

PROFILE

I am seeking a challenging position in a professional organization where I can enhance my customer service skills and contribute to the organization's success. I am self-motivated, goal-oriented, and possess the ability to plan and execute tasks effectively to deliver exceptional service.

WORK EXPERIENCE

- Bhatbhateni Super Store, Kathmandu** 2019-2021
Sales Girl
Responsibilities
 - Greet Customers
 - Help Customer to find items in the store
 - Check for Stock at other branches or order requested stock for customer
 - Provide customers with information about items
 - Ring up purchase
 - Elevate complaints to management
 - Keep track of inventory
- BG Mall, Kathmandu** 2021-2023
Sales Representative in Clothing Department
- Salesberry Department Store, Kathmandu** 2023-2024
Cashier
 - Welcoming Customer, answering their questions, helping them locate items and providing advice or recommendations
 - Operating scanners, Scales, Cash registers and other electronics
 - Balancing the cash register and generating reports for credit and debit sales
 - Accepting payments, ensuring all prices to and quantified are accurate and providing providing a receipt to every customer
 - Processing refunds and exchanges, resolving complaints
 - Bagging or wrapping purchases to ensure safe transport
 - Following all store procedures regarding coupons gift cards, or the purchase off specific items, such as alcohol or cigarette
 - Maintain a clean workspace.

DECLARATION

I hereby certify that all the information furnished in this resume is correct and true to the best of my knowledge and belief.