



khadkajeevan2077@gmail.com



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Dubai, UAE



21-09-1996



Nepalese

EDUCATION

High School Diploma
Nepal

LANGUAGES

Nepali Native

English B1
Intermediate

Hindi C2
Proficient

JEEVAN KHADKA

PROFESSIONAL SUMMARY

Responsible Cashier experienced at managing front of store needs in busy environments. Friendly and energetic with strong communication and organisational abilities. Seeking role of increased responsibility where strengths in service and sales will be valuable.

Honest Cashier capable of managing money, merchandising stock and assisting customers with locating desired items. Successful at cleaning and arranging checkout lanes to maintain professional, visual appeal. Excellent oral and written communication, listening and time management skills with strong attention to detail and superior work ethic.

SKILLS

- Espresso Preparation
- Milk Frothing Techniques
- Latte Art Creation
- Coffee Bean Knowledge
- Customer Service Skills
- Time Management
- Cleaning and Maintenance
- Inventory Management
- Cash Handling
- Menu Knowledge
- Multitasking Ability
- Problem-Solving Skills

WORK HISTORY

February 2024 - June 2025

Khaimat Tent Jumeirah Restaurant - Barista cashier, Dubai, UAE

- Brew coffee and prepare espresso-based drinks.
- Brew and serve coffee, espresso-based drinks (like lattes, cappuccinos, and macchiatos), and specialty drinks.
- Froth milk for hot and cold beverages, ensuring the right texture and temperature.
- Greet customers and take orders in a friendly and efficient manner.
- Answer questions about the menu and recommend drinks.
- Process payments (cash or card) and provide change as needed.
- Maintain an accurate order history in the POS system.
- Keep work areas clean and organized, including countertops, machines, and storage areas.
- Wash cups, utensils, and equipment to ensure hygiene.
- Regularly clean coffee-making equipment like espresso machines and grinders.
- Enhanced bar efficiency by keeping work areas tidy and well-stocked.

- Performed cash handling duties accurately to maintain financial integrity.
- Collaborated with team members during busy periods improving workflow efficiency.

Oct 2022 - December 2023

Sales - Mini Mart Nepal, Kathamndu, Nepal

- Carried out day-to-day duties accurately and efficiently.
- Quickly learned and applied new skills to daily tasks, improving efficiency and productivity.
- Successfully delivered on tasks within tight deadlines.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Worked flexible hours, covering nights, weekends and bank holidays.
- Consistently arrived at work on time and ready to start immediately.
- Offered friendly, efficient customer service and handled challenging situations with ease.
- Cleaned work areas and equipment to maintain faultless hygiene standards.
- Increased customer satisfaction by resolving issues.
- Displayed energy and enthusiasm in fast-paced environment.

July 2017 - August 2022

Synergy Impex Pvt.ltd - Accountant, Nepal

- Ensure accuracy in financial reporting by recording transactions correctly.
- Reconcile bank statements and other financial accounts to ensure accuracy.
- Track and categorize expenses and revenues.
- Assist in preparing budgets for departments or the organization as a whole.
- Monitor budget performance and help manage costs.
- Forecast financial trends and provide analysis on future financial outcomes.
- Prepare tax returns in compliance with local, state, and federal tax regulations.
- Ensure timely payment of taxes and handle any tax-related issues or audits.
- Advise on tax planning strategies to minimize tax liabilities.

PERSONAL INFORMATION

- Date of birth: 09/21/1996
- Gender: Male
- Nationality: Nepalese
- Visa status: residence

HOBBIES

Music, travel, learning new things daily..