



saroj sedhain

Professional summary

I am an experienced cashier with over 5 years of experience in customer service. I have a proven track record of accuracy, efficiency and courtesy with customers. My biggest achievement is receiving the Employee of the Month award for my exceptional customer service. I am reliable and organized, always ensuring that transactions are processed accurately and efficiently. Additionally, I possess excellent communication skills and am adept at problem-solving. With my expertise in cash handling, I am confident that I can be an asset to your team.

Experience

Account Assistant / cashier

January 2013 - March 2018

Gita Gas Udyog Pvt.Ltd / Nepal, Dhading

As an Account Assistant / cashier at Gita Gas Udyog Pvt.Ltd in Nepal, I was responsible for managing financial transactions and assisting with accounting tasks. During my 5-year tenure, I gained valuable experience in maintaining accurate records, reconciling accounts, and handling cash transactions with accuracy and efficiency. I also worked closely with the finance team to ensure timely and accurate reporting.

- Managed financial transactions
- Assisted with accounting tasks
- Maintained accurate records
- Reconciled accounts
- Handled cash transactions

Timekeeper

December 2023 - August 2024

Trojan Construction Group / UAE, Abu Dhabi

As a Timekeeper at Trojan Construction Group in the UAE, I was responsible for managing the timekeeping and attendance system for all employees. This included accurately recording and tracking hours worked, leave requests, and overtime.

- Maintained accurate timekeeping records
- Monitored attendance and absences
- Processed payroll for all employees
- Ensured compliance with company policies

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Links

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Education

High School Diploma

2010 - 2012

Budhanilkantha Higher Secondary School
Nepal, Kathamandu

Skills

Time Management	◆◆◆◆◆
Problem Solving	◆◆◆◆◆
Microsoft Office Suite	◆◆◆◆◆

Courses

Computer course

2009

Unite Training CUM Production Unit

Languages

◆ English ◆ Hindi ◆ Nepali

Personal info

- ◆ Date of birth: 26 September 1992
- ◆ Place of birth: Nepal
- ◆ Nationality: Nepali
- ◆ Driving licence: Nepal License Category (A,B)