



# SABITRA RAI

## CONTACT

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Sharjah, United Arab Emirates

## PERSONAL INFORMATION

Name : Sabitra Rai  
Nationality : Nepal  
Gender : Female  
Date of Birth : 01/01/1987  
Marital Status : Single  
Passport No : PA2525708  
Visa Status : Employment Visa

## LANGUAGES KNOWN

- English
- Hindi
- Arabic (work proficiency)
- Nepali

## SKILLS

- Customer Service
- Cash Handling
- Salesmanship
- Communication
- Attention to Detail
- Multi-tasking
- Computer Skills

## CAREER OBJECTIVES

Dedicated and customer-focused professional with a passion for delivering exceptional service and driving sales in a retail environment. Seeking a position as a cashier or any other suitable position where I can utilize my strong communication skills, attention to detail, and ability to multitask efficiently. Eager to contribute to a dynamic team, enhance customer satisfaction, and achieve sales targets through proactive engagement and effective problem-solving.

## WORK HISTORY

- Currently working as Cashier cum sales girl with Top Happiness tr, Sharjah, UAE for the period of 2 years
- Worked as Cashier with Grand Mall, Sharjah, UAE for the period of 4 years
- Worked as Receptionist with Recruitment agency in Nepal, for the period of 1 year 6 months

### Duties and responsibility

- Cash Handling: Accurately process customer transactions, including Cash, credit, and debit payments, while adhering to company policies and procedures.
- Customer Service: Provide exceptional customer service by greeting customers, answering inquiries, and addressing concerns or complaints in a professional and courteous manner.
- Product Knowledge: Demonstrate a thorough understanding of the products or services offered, including features, benefits, and pricing information, to assist customers in making informed purchasing decisions.
- Sales Assistance: Proactively engage with customers to identify their needs and recommend products or services that best meet their requirements, effectively upselling and cross-selling when appropriate.
- Cash Management: Balance cash register at the end of each shift, reconcile sales transactions, and prepare daily cash reports for accounting purposes.
- Answering and Directing Calls: Manage incoming calls, transfer calls to appropriate individuals or departments, take messages, and provide basic information to callers.
- Handling Queries and Resolving Issues: Respond to inquiries from clients, employees, and the public, and resolve routine issues or escalate more complex matters to the appropriate personnel.

## EDUCATIONAL QUALIFICATION

Higher Secondary Education

## DECLARATION

I hereby declare that the above-mentioned information is true to the best of my knowledge and can be substantiated with relevant documents if required.