

SABITA TAMANG

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Date of birth: 20th August 1995

Address: Kathmandu Nepal



OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company

EXPERIENCE

Telesales executive | Shanker Group Jagdamba Motors Pvt. Ltd. Nepal

2023 - 2024

- ❖ Place outbound calls to customers to interact with them and identify their needs or issues
- ❖ Follow set communication guidelines in addressing the needs and problems faced by customers
- ❖ Build positive work relationship with customers to enhance the image and public perceptions of a company
- ❖ Place outbound calls to customers to promote new products and services
- ❖ Oversee the timely management of outgoing call

Cashier | Carrefour, Majid Al Futtaim Dubai, United Arab Emirates

2017 - 2022

- ✓ Greet customers when entering or leaving establishment
- ✓ Handle cash, credit or check transactions with customers
- ✓ Scan goods and collect payments
- ✓ Resolve customer complaints, guide them and provide relevant information
- ✓ Pleasantly deal customers to ensure satisfaction and Keep reports of transactions.

Receptionist | Huawei Service Centre CTC Mall, Nepal

2015 - 2016

- ✓ Serves visitors by greeting, welcoming, and directing them appropriately
- ✓ Notifies company personnel of visitor arrival
- ✓ Maintains security and telecommunications system
- ✓ Informs visitors by answering or referring inquiries
- ✓ Directs visitors by maintaining employee and department directories.

Sales Lady | Easy Wear Clothing Store, Nepal

2013 - 2015

- ✓ Inventory preparation
- ✓ Replenish the shelves with
- ✓ Ensure label is clear and visible
- ✓ Ordering the merchandise
- ✓ Keep records of sale and Control price changes.

EDUCATION

Bright Angels Boarding School - 12th standard

Ganesh man Singh Multiple Campus - Bachelor in Business Administration.

QUALIFICATIONS

- ❖ Completed a course in UK English | O' seas Academy, Nepal
- ❖ Front office Training | Everest Hotel Training and Consultancy

- ❖ Nepal Waitress Training | Everest Hotel Training and Consultancy
- ❖ Nepal Anchoring Training Course| Media Training house and Institute,Nepal

COMPUTER SKILLS

Microsoft Office | Word, Excel and Power point Email and Internet

LANGUAGES

Nepali | Native
English | Speaking, Reading and Writing
Hindi | Speaking, Reading and Writing

KEY SKILLS

Time Management Self-Motivation Decision Making
Ability to Work under Pressure Creativity
Teamwork,Quick Learner
Good Communication

ACHIEVEMENTS

Best Cashier Award | Won 3 times
Customer Service and Product Knowledge | Certificate
Fire Safety and Training | Passed