



# Sailira Budhathoki

March 23, 1997  
Dubai International city, UAE  
Female / Married

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## About Me:

I am straight forward yet I hold high morals towards accountability, humility and professionalism. I prefer to work in groups where social inclusion promotes us to strive to greater heights. My interest is in Development and I am willing to grab the opportunities to enhance my skills through different activities.

## Key Skill

- Cashier Register Transactions
- Customer Service
- Team management
- Positive Attitude
- Money Handling
- Microsoft Office (Word, Excel, Power Point)
- Attention to Details
- Cash Drawer Management
- Identification Checks
- Inventory Management
- Team Work

## Educational Background

**Master in Business Administration (MBA)**  
Manipal University (MAHE) DUBAI  
Academic City, Dubai  
Running (2022)  
Specialization in HR management and Finance

**Accounting for Business Decision Making:  
Measurement and Operational Decisions**  
University of Illinois at Urban-Champaign and  
offered through Coursera

**Bachelor in Business Administration**  
Nova International College  
New Baneshwor, Kathmandu

**+2 Management**  
Modern College of Management  
Thimi, Bhaktapur

**SLC**  
Mount Everest Higher Secondary School  
Suryabinayak, Bhaktapur

## Career Objective

To build career in a growing organization, where I can get opportunity to prove my abilities by accepting challenges, fulfilling the organization goal and climb the career ladder through continuous learning and commitment.

## Work History:

- Admin Assistant (Working)  
Torrent Middle East Technical Services LLC  
Abuhail Dubai, UAE

### Job Description:

- Preparing, organizing and storing information in paper and digital form
  - Dealing with queries on the phone and by em
  - Greeting visitors reception
  - Managing diaries, scheduling meeting
  - Taking minutes at meetings
  - Ordering office supplies
  - Preparing quotation
- Receptionist Cum Admin - 3 Month  
Customer Service Department  
Alishba Food Stuff Trading LLC  
UAE, Dubai
- Receptionist - 2 years  
Customer Service Department  
Amitav Buddha Saving & Credit Co-Operative Ltd.  
Bhaktapur, Nepal
- Cashier cum Account - 3 years  
Karmathalo Saving and Credit Co-Operative Ltd.  
Kathmandu, Nepal

### Job Description:

- Handle transactions for customers, including check cashing, deposits, withdrawals, transfers, loan payments, cashier's checks, and opening and closing of accounts
- Identify customer needs, provide information on new products and services, and direct customers to branch representatives as needed
- Packaging cash and rolling coins to be stored in drawers or the finance vault

## Training

- Basic Computer Training  
Office Package [Excel, MS Word, Power Point]
- Community Search and Rescue Training

## Additional Information

Language: English, Nepalese, Hindi and Japanese