

## CURRICULUM VITAE



### NOMITA CHHETRI

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Email:  
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Address: Dubai, UAE

#### Personal Data:

Date of Birth : 13-06-1996  
Gender : Female  
Marital Status : Married  
Nationality : Indian  
Language : English, Hindi, Bengali  
& Nepali

#### Passport Details:

Passport No : W6311457  
Issued Date : 18/10/2022  
Expiry Date : 17/10/2032  
Visa Status : Visit Visa

#### Career Vision

- To obtain a challenging position which will commensurate with my qualification, experience, interest and contribute potentially to the employer. Effectively utilize my ability to serve my organization for its growth and constant development thereby become a big success in my professional and personal life.

#### Education & Training

- Graduation (Bachelor of Arts) – 2020
- Diploma in Computer Application

#### Key Skills

- Self- Motivation
- Excellent interpersonal and communication skills in a professional manner.
- Ability to learn and work under pressure.
- Confident and good team player.
- Ability to learn quickly and adapt to changing environments and willingness to accept responsibilities.
- Ability to deal effectively with multicultural environment.

#### Professional Experience:

- ✚ **Worked as an Assistant Teacher in Blue Heaven Academy, Batasi, India from 07/2019 to 23/2022.**
  - Getting the classroom ready for lessons.
  - Listening to children read, reading to them or telling them stories.
  - Helping children who need extra support to complete tasks.
  - Helping teachers to plan learning activities and complete records.
  - Supporting teachers in managing class behaviour.
- ✚ **Worked as a Sales Executive in Batasi Big Bazar, Batasi, India from 01/2016 to 06/2019.**
  - Answering questions about a company's products or services
  - Processing orders and transactions
  - Achieving sales targets
  - Preparing everyday stock report
  - Delivering information about a company's offerings
  - Providing proactive customer outreach.

#### Declaration

- I hereby declare that the above-mentioned statement is true of my knowledge.

**NOMITA CHHETRI**