



Work Experience

Mirik Municipality Darjeeling
West Bengal India
Archives Clerk

2020-
present



Profile

ASHIS RAI

Passport No : U7775495
Date of Birth : 27-NOV-2001

Having 5 years of working experience providing quality service, my career objective is to work at any position that suits my qualification and to be able to implement what I had learned in the real workplace. To share my knowledge and abilities for the betterment of the future company I'll work with.



Contact

Dubai, United Arab Emirates
(+971) 54 721 6609
ashisrai040@gmail.com



Skills

Ability to work under pressure
Multi-Tasking
Problem Solving
Time Management
Verbal and Written Communication

Administrative Tasks
Customer Service
Presentation Skills
Salesmanship
Proficient in MS Office

Daily administrative duties and responsibilities in the Municipality:

- Data entry and clerical duties
- Handling phone calls and emails answering customer queries
- Assisting in application of business trade license, voter's ID, residential certificate, tax, and public service.
- Providing excellent customer service to the public
- Other administrative tasks required by the organization

Bardaan Printers and Merchandise Shop
Darjeeling, West Bengal
Sales Cum Cashier

2018-
2020

Daily duties and responsibilities in the store:

- Explains about all the products and services to the customers; recognizing customer's requirements and cross-sells the products and services to achieve branch sales targets.
- Provide information and guidance to customers through the delivery of excellent customer service to resolve customer queries/complaints.
- Manage and handle the Cash/Cheque transactions at the counter and ensure the delivery of quality service to customers while adhering to operational protocols and avoiding cash excesses and shortages.
- Handle financial transactions in the branch, ensuring all activities are completed within timescales and with a high degree of accuracy.
- Balance currency and check in cash drawers at the end of the shifts
- Maintain records of financial transactions.



Language

English
Nepali
Hindi



Education

Glenmore International India 2014-2021
Certificate of Secondary Education

Don Bosco High School 2004 - 2014
Higher Secondary Education



Character Reference

Kalyan Sarju
Branch-In-Charge
Al Dahab Exchange
+971 52 150 8136

Sherraine Anne Arcinas
Consular Assistant
**Consulate General of
Mauritius**
+971 56 469 1156

Ripon Rai
+971 55 426 3496



Achievements

- Hitting monthly targets and incentives
- First scholarship holder in primary education
- Awarded for full attendance in higher school.
- Working student

I do hereby declare that the
above information is true and
correct with my full
knowledge and
responsibilities.

Ashis Rai
Applicant