

CURRICULUM VITAE



SAMPRADA DEVI KHATRI

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Address: Al Falah St., Abu Dhabi, UAE

Objective:

Work with a Purpose, Learn, Grow, Enjoy and explore limitless possibilities, Seeking the opportunities to contribute the success and growth of a productive team where I can utilize my knowledge and skills in the area of "Cashier" as a part of a success driven organization. A dedicated and experienced professional with a Bachelor's degree in Business Studies from TU Nepal with Customer Service Excellency.

Academic Qualification:

- Bachelor Degree in Business Management from Tribhuvan University, Nepal.

Technical Qualification:

- Office Package including Ms Office (Ms Word, Ms Excel(advanced), Ms PowerPoint)
- Computer Knowledge with Good Typing Skill.

Personal Strength:

Having extremely technical skills dedicated and hardworking strongly motivated and self-started. Behaving good with seniors and juniors.

Took Basic First Aid Training from Discovery Royal Sports LLC. Dubai.

Work Experience:

Worked as Cashier with Sagun Saving & Credit Co Operative Society Ltd. Nepal since Aug 2018 to Mar 2021

Duties & Responsibilities

- Processing deposits and withdrawals.
 - Introducing new members to the banking platform and software.
 - Performing regulator account maintenance.
 - Opening and closing accounts as required for members.
 - Dealing with customer inquiries.
 - Performing general administration tasks.
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Worked as Account Administration with National Oil Seed Research Programme Nepal Since Sep 2017 to Jul 2018

Duties & Responsibilities

- Keep tracking of the money that comes in and goes out from the company.
 - Provides accounting and administrative support to accounting and finance staff to ensure customer and supplier accounts are accurate.
 - Receiving, Processing and filing paperwork.
 - Managing Petty Cash Transaction.
 - Preparing table of accounts, assign entries to proper accounts to ensure proper accounting methods, principles and policies are being followed.
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Personal Profile:

Name	:	Samprada Devi Khatri
Date of Birth	:	03 Jan, 1995
Gender	:	Female
Marital Status	:	Married
Nationality	:	Nepal
Passport No	:	12176505
Visa Status	:	Residency Working Visa

DECLARATION:

I hereby declare that the above-mentioned information is true and correct to the best of my knowledge. If you kindly give me a chance, I will fully dedicate to the service and prove my skills and capabilities for the growth and betterment of your esteemed organization.

-Samprada Devi Khatri