



LAXMI GURUNG

Contact

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PERSONAL PROFILE

- Date of birth :11/11/2000
- Nationality: Nepal
- Gender: Female
- Passport No: 11336690
- Visa Status: Cancelled Visa

EDUCATION

- +2 Passed
- Office package Diploma in Graphic design

PERSONAL STRENGTHS

- Effective Communication
- Teamwork
- Multitasking
- Detail-Oriented

OBJECTIVE

Seeking for substantial responsibility where my past and varied experience would be Fully utilized in a career opportunity and were making a significant contribution to the success of my employer which will gain me a career advancement opportunity.

WORK EXPERIENCE

- 2 Years Working Experience in **NESTO HYPERMARKET DUBAI** as a **CASHIER**.
- 4 Years Working Experience in **DOVAN ENGLISH BOARDING SCHOOL NEPAL** as **A TEACHER**.

RESPONSIBILITY & DUTIES

- Managing transactions with customers using cash registers.
- Scanning goods and ensuring pricing is accurate.
- Collecting payments whether in cash or credit.
- Issue receipts, refunds, change or tickets.
- Maintain clean and tidy checkout areas.
- Resolve customer complaints, guide them, and provide relevant information.
- Presenting lessons in a comprehensive manner and use visual/audio means to facilitate learning.
- Providing individualized instruction to each student by promoting interactive learning.
- Create and distribute educational content (notes, summaries, assignments etc.)

JOB SKILL

- Good Co-operation with all nationalities
- Problem solver with good common sense
- Sincere and Hard worker
- To respond all the calls very sincerely and respectfully
- To be capable of managing complex and multifaceted tasks.

LANGUAGE

- English
- Hindi
- Nepali

DECLARATION

I hereby declare that all the statements given above are true to my knowledge

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