

## CURRICULUM VITAE

### GOMA LAMA

Mobile: 055 205 1284

Dubai-UAE

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### **Objective:**

A position with an organization where I can utilize the best of my skills and abilities that fit my education, skills and experience a place where an encouraged and permitted to be an active participate as well contribute to the development of the company.

### **Work Experience:**

#### ❖ **Cashier/Customer Service**

Accuro Specialties Support  
Services LLC in Sharjah (2022  
to 2024) Sharjah, UAE

#### ❖ **Managing Inventory of Cafeteria**

Accuro Specialist Support Services LLC in  
Sharjah(2022 to 2023) Sharjah, UAE

#### ❖ **Three-month internship in Data Entry & Assisted for Documentation**

### **Responsibilities :**

Handling scheduling, record-keeping and reporting for smooth operations

Operate cash register and cash draws

Monitor and maintain inventory as well as handling daily sales

Training and Advising staff

Resolving customer complaints and other issues

Communicating with clients, department heads on document  
preparation, verification and submission.

### **SKILLS:**

Skilled Collaborator

Rapid and Adaptive

Leadership and management

Effective cross functional communicator

Ability to work under pressure

**Personal Details**

Date of Birth :08-08-1993  
Nationality : Nepal  
Gender : Female  
Languages Known : English, Hindi, Nepali

**Passport Details :**

Passport No 11654960  
Date of Issue :08-10-2019  
Date of Expiry :19-10-2029

**Educational  
Qualification:**

MBA student in European International University, Paris  
BBS in 2018 from Madan Bhandari Memorial College, Kathmandu, Nepal  
High School in 2013 from Madan Bhandari Memorial College,  
Kathmandu, Nepal

**Computer Proficiency:**

Working knowledge regarding application package MS Word, MS Power Point, MS Excel, E-Mail and Internet, zoom online platform, e-zone school app, Printing, Scanning and Photocopy.

**Declaration:**

In the above fact are true and correct to the best of my knowledge. If you could give a chance to work with you, I assure that I will discharge my duties to the entire satisfaction of the organization

