



Sujan Acharya

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ABOUT ME

Energetic, hardworking cashier valued for fast, friendly service and accuracy in handling customer transactions. Address customers' needs while quickly moving them through the check-out process. Passionate about serving others and eager to take on new responsibilities and leadership roles.

WORK EXPERIENCE

Cashier

ARMED FORCES OFFICERS CLUB & HOTEL [23 Dec 2017 – 13 Dec 2023]

City: Abu Dhabi | **Country:** United Arab Emirates

- Welcome customers and help to determine their orders.
- Process customer orders and record them in kitchen order ticket or beverage order ticket.
- Ensure all orders are delivered to the customers in a timely manner.
- Punching the items in Micros POS (Point of sale).
- All cash settlements are done correctly and balance due is given properly.
- Prepare a credit card summary and attach all credit card slips.
- Tally the credit card, cash, room charges, city ledgers, complimentary separately.
- Posting transactions in Opera PMS (Property Management Service).
- Deposit daily cash collection in the cash drop box in the front office in the presence of a witness and make sure to get the signature on the cash drop sheet.
- After the shift, deposit the cash float in the safe locker.
- Submit all reports and the outlet check copies to the accounts department.
- If any discrepancies are found, report the same to the Income auditor.

Office clerk

JANA CHAHANA CONSUMER CO-OPERATIVE LTD. [2 Jan 2015 – 15 Dec 2017]

City: Chandragiri-5, Kathmandu | **Country:** Nepal

- Answering phone calls and interacting with customers.
- Updating company records, filing records, and managing document security.
- Scheduling meetings and appointments.
- Sorting, opening, and sending mail.
- Entering data and preparing reports.
- Creating and reviewing documents.
- Providing customer service to clients.
- Handling cash transactions.



EDUCATION AND TRAINING

Foundation Course of Chartered Accountancy

Institute of Chartered Accountant in India [Dec 2015]

City: New Delhi | Country: India

High School

Cambridge International Boarding H.S School [2012 – 2014]

City: Kathmandu | Country: Nepal

School Leaving Certificate (SLC)

Rhododendron International H.S Boarding School (RIBS) [2012]

City: Kathmandu | Country: Nepal

Accounting Vocational Training

Time Training Center [Oct 2018 – Dec 2018]

City: Abu Dhabi | Country: United Arab Emirates

Storekeeper Training

Armed forces officers club and hotel [Feb 2019 – Apr 2019]

City: Abu Dhabi | Country: United Arab Emirates

DIGITAL SKILLS

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access / TALLY ERP9 / SAP GUI / opera PMS / Micros Pos