



**Date of birth:** 18/06/1996

### Summary

An approachable, motivated and confident sales executive with the ability to excel sales targets and make a real difference in the organization's revenue generation. I have expert knowledge of the selling process and I fully recognize the human and emotional aspects of buying and selling. I possess strong social skill that enable me to be a strong relationship builder with client, colleagues, and third- party stakeholders.

### Objective

To obtain employment with a company that promotes quality products and provides me with opportunities to meet and exceed assigned sales goals. To enhance my customer service relations and skills as a sales associate with potential for career growth.

### Profile skill

- Friendly and positive attitude
- Excellent customer service

# PRAJU GHIMIRE

### Contact

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### WORK EXPERIENCE

#### Cashier, Health Hub Festival city, Dubai

2021- oct / 2022-jan

Responsibilities includes ensure all transactions run smoothly and with the help of maximize customer satisfaction.

- Manage transactions with customers using cash registration
- Collects payments whether in cash or credit
- Issue receipts, refunds, change or tickets
- Redeem stamps and coupons
- Resolve customer complaints, guide then and provide relevant information
- Greeting customer while check-in and checkout
- Maintaining clean and tidy checkout areas
- Track transaction on balance sheets and report any discrepancies
- Handles merchandise returns and exchanges

#### Real Estate agent, Square Yards Real Estate LLC, Dubai

2021 Jan – oct

- Maintain a good relationship lender, appraisers, home inspectors and escrow companies
- Prepare necessary paperwork such as closing statements, deeds, contracts, purchase agreements and leases
- Compiles lists of real estate properties with details regarding their location, square footage and features
- Promote sales of properties through open house, engagement in multiple listing services and advertisement
- Establish a network of mortgage lenders, contractors and legal attorneys to whom you can refer clients

- Excellent communication skills
- Readily adjusts schedule, tasks, and priorities when necessary to meet business needs

#### **Technical skill**

- MS office
- Outlook
- Excel
- Data base management
- Multi- line phone system (PABX)

- Inspect condition of premises and organize for necessary maintenances or inform property owners of maintenance needs
- Evaluate client's financial ability and research properties with their buying power.

#### **EDUCATION**

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Feb 2-2021

##### **Nest academy of management education, Dubai**

Master's in Business administration

Oct 2014- May 2018

##### **Tribhuvan university, Nepal**

Bachelor in Business Administration

#### **Language**

- English
- Hindi
- Nepali