

## CURRICULUM VITAE

---

**SUJITA RAJBANSHI**

**MINC APARTMENT, TECOM, DUBAI**

**+971 564544727**

**[rajsuji23456@gmail.com](mailto:rajsuji23456@gmail.com)**



---

### CAREER OBJECTIVE

Looking for opportunities to incorporate my skills and training to help the company grow. I am looking forward to roles that will help me realize my potential by exploring the various aspects of this field.

### PROFESSIONAL EXPERIENCE

**ADMIN ASSISTANT, SAFRAN AEROSPACE LLC, JAFZA, DUBAI (AUGUST 2021- PRESENT)**

- ✓ Data entry
- ✓ Collection of files
- ✓ Scanning and printing the files and storing in the store
- ✓ Dispatching the files

**PATIENT RELATION EXECUTIVE, AL FUTTAIM HEALTHHUB drive thru, DFC, DUBAI (APRIL 2021- JULY 2021)**

- ✓ Data entry and registration
- ✓ Management of files
- ✓ Checking the details of patient
- ✓ Updating the details

**RECEPTIONIST, SUCCESS EDUCATION CONSULTANCY, KATHMANDU, NEPAL (MARCH 2019- DECEMBER 2019)**

- ✓ Front desk handling.
- ✓ Welcoming the guest.
- ✓ File management.
- ✓ Attending the calls and replying the mails.
- ✓ Helping guest in filling the forms.

**CASHIER, MAUSAM CAFÉ, Morang, Nepal**

- ✓ Giving a warm welcome to customers.
- ✓ Assist customer in making selection of orders.
- ✓ Checking guests in and out.
- ✓ Deal with customer complaints satisfactorily.
- ✓ Provide customers with information, answer their queries and deal with complaints

- ✓ Handling cash and credit payment procedures.
- ✓ Report problems and discrepancies to manager.
- ✓ Handling of the shift
- ✓ Receiving and arrangement of stock.
- ✓ Merchandising of product.

#### **SALES EXECUTIVE, Central Mall, Morang, Nepal**

- ✓ Greeting and welcoming customers.
- ✓ Identify customer needs confidentially.
- ✓ Provide info on features and availability of products.
- ✓ Receiving and arrangement of stock.
- ✓ Displaying of product.
- ✓ Attaching price tags, bar codes and counting of stock.
- ✓ Preparing bills and dealing with payments.

---

#### **EDUCATIONAL ATTAINMENT**

- ✓ Bachelor in computing under Bolton University at Nest Academy of Management Education college (2021 – Running)
- ✓ Higher Secondary Educational Board under HSEB (2017 – 2019).
- ✓ SEE under Government of Nepal (2017).

#### **SKILLS**

Intermediate level in MS office, MS Excel, PowerPoint.

---

#### **CERTIFICATION**

BRITISH COUNCIL IELTS ENGLISH TEST CERTIFICATE (2019)

---

#### **PERSONAL APPRAISAL**

- ✓ Self-motivated with good communication skills & convincing power
- ✓ Punctual and able to adapt different environment & systems.
- ✓ Ability to build and maintain a strong relationship with the people at all level.
- ✓ Easily adaptable to the organizational working culture and also can handle work under pressure.

#### **PERSONAL INFORMATION**

Language Spoken: English, Hindi, Nepali

Nationality: Nepali

Date of Birth: 18<sup>th</sup> of Jan 2001

Civil Status: Single

Visa Status: Student visa (N.O.C Available)

---

The information above is true and correct to the best of knowledge and ability.