



SAPANA PANERU

Sales Executive/Administration

PROFILE

A Business Management student who is always in a quest of new opportunities to grow, develop and nurture skills to become extraordinary from ordinary. passionate personnel who always goes beyond the boundaries to excel and always give 100 % whatsoever is the task and never give up but diligently make it happen.

To work for an organization which provides me the opportunity to improve my skills and knowledge and to grow along with the organization objective. I seek a challenging opportunity where I can fully use my effort for the success of the organisation.

CONTACT

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971567320899

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oshusaani@gmail.com

SKILLS

Communication Skills
Customer Service
Sales Techniques
Computer Basics

EDUCATION

Nest Academy of Management Education, Dubai
Affiliated to University of Bolton UK

2020 - Running
BA Honors in Business Management

National Academy of Science and Technology
2013– 2014

Higher Secondary, (+2 Management)

WORK EXPERIENCE

Basemark clothing store, Kathmandu, Nepal - Sales Executive

Three years of full time experience (2015–2017)

Job roles and responsibilities

- Deliver excellent customer service and demonstrate a high degree of professionalism
- Achieve high levels of sales performance and results
- Know the products inside and out and stay fresh with new merchandise, trends and competitive activity
- Ensure store is displayed and products are secured according to Company guidelines
- Open and/or close the store according to established guidelines.

Silver Education Foundation Consultancy,
Kathmandu, Nepal

Counsellor/Admin/Receptionist

Two years of full time experience (2018 -2019)

Job roles and responsibilities

- ❖ Providing counselling to the students wishing to study in

<p> Interpersonal Skills Leadership Teamwork Creativity Multi-lingual </p> <p> LANGUAGE </p> <p> English - Proficient Speaker Germany - Intermediate speaker Nepali - Native Speaker Hindi - Proficient Speaker Urdu - Intermediate Speaker </p> <p> HOBBIES </p> <p> Travelling Cooking Trekking Taekwondo Listening to the music Social Worker </p>		<p>abroad destinations like South Korea, USA, UK, Australia and Canada.</p> <ul style="list-style-type: none"> ❖ Guiding students throughout the process and conducting all the paperwork and documentations meticulously. ❖ Handling paper, documents and carrying out other administration work of the consulting firm ❖ Making and attending phone calls and recording all the details of the students/clients and following up with them. <p> <u>Dinesh FM, Dhangadhi, Nepal</u> Newsreader (6 months), 2014 </p> <p> <u>Social Worker</u> </p> <p>I actively participated in different social services for almost six years. The name of our group is National Youth of Society and Girl's rising room. Distributing food, providing clothes and shelters to the needy ones and working for the betterment and upliftment of the society. Raising funds for cancer patients, victims of natural disasters such as flood, landslide and helping financially weak people.</p>
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