

Pramita Shrestha

**Address**

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**Career Objectives**

I am keen to gain full-time employment in the industry where I can apply my excellent organizational and communication skills, professionalism and enthusiasm. As a bright ambitious person, I enjoy working in a fast paced, highly motivating position where I can assist others while challenging and expanding my knowledge and understanding of the task. I am seeking a position that will utilize my skills and offer the chance for advancement as well as allow me the opportunity to gain additional skills and experience.

**Education Qualifications:**

* **School Leaving Certificate :** Successfully completed in 2008 from

Dhading Boarding Higher Secondary School

Dhading, Nepal with First Division (78 %)

* **+2 in Management :** Successfully completed in 2010 from

Einstein Academy

Kathmandu, Nepal in Science Faculty (73.33%)

* **Bachelor in Business Administration :** Successfully completed in 2015 from Kathmandu valley College

Kathmandu, Nepal in BBA (3.12 GPA)

**Professional Skills:**

* Good inter-personal skills dealing with people and good team work spirit as well as good capability of working independently
* Motivated, quick learner, honest, loyal, punctual, energetic, hardworking
* Sincere in work and can adjust to any new environment
* Excellent team skills and passionate in mathematics.
* Bears a good moral character

**Professional Career:**

* **January 2016- April 2017** CRE (Customer Relation Executive)

Syakar Trading Co. Pvt. Ltd

**Responsibilities:-**

* Asking open-ended questions to assess customers’ needs
* Billing and Cash Management.
* Managing wide variety of customer service and administrative tasks to resolve customer issues quickly and efficiently
* Updating daily report of cash and credit transactions
* Communicate with Spare Parts Department regarding back order availability, future inventory and special order as per the request of the customers
* Shared best practices for sales and customer service with other team members to help improve the service department’s efficiency
* Monthly Target achievement reports: Service & Spare parts in term of monetary value and quantity
* File Systematization.
* **April 2017- To till this Date** Sales Officer

Syakar Trading Co. Pvt. Ltd  Honda Car Showroom

**Responsibilities:-**

* Greet Customers & Value them at their presence
* Ascertain customer’s wants & needs as well as act upon it.
* Educate & demonstrate customer about the product & service in the transparent & consultative manner
* Be fair on deal, documentation and provide a hassle free purchase experience
* Prepare the daily report of prospect customers, delivery of the vehicle, ownership transfer, collection & car shipment report of customer
* Supply of adequate information to dealers about the product
* Issue of VAT bill of customer
* Coordinating with banks and customer regarding financial issues
* Administrative tasks: internal department works, head office letters typing both in Nepali & English, etc.
* Assisting manager for report finalization of mother company (Japan)

**Personal Training:**

* **March –May,2015**  Internship

Global IME Bank Ltd

**Responsibilities:–**

* Keeping billing records-bill making
* Customer care representative
* Preparation of financial statement
* Keeping Bank record
* Keeping employees record

**Computer Skills:–**

Advance Knowledge of Microsoft Word, Microsoft Excel, Microsoft PowerPoint Internet, Email.

**Accounting Package:-**

Tally, Microsoft Dynamic Navigation

**Others Skills:–**

* Communication skills
* Interpersonal skills
* Multitasking
* Team spirit
* Committed

**Achievement:-**

* Evolve to excellence Organized by Syakar Trading Company Pvt. Ltd

( 16th-20th July, 2017 ) Given by KFA

* “Honda- The First Choice” Organized by Syakar Trading Company Pvt. Ltd

( 31st May- 1st June, 2018 ) Given by KFA