

Susan Adhikari

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Profile

Highly energetic and well-organized individual with good communication and interpersonal skills, looking for a position at your company to contribute to a positive work environment and customer satisfaction.

Experience

JUNIOR DATA ENTRY OPERATOR | HUNCHHA DIGITAL | JANUARY 2022 TO APRIL 2023

- Collect, enter, and modify the data in the company database within time limits,
- Compiling, verifying accuracy and sorting information to prepare source data for final analysis.
- Reviewing data reports for deficiencies or errors, correction any incompatibilities and checking,

CUSTOMER SERVICE AND SALES REPRESENTATIVE | SANSAR ONLINE COLLECTION | JUNE 2022 TILL TO DATE

- Responding the customer inquiries and providing product information.
- Tracking order and handling returns products.
- Market research and help with customer relationship management.

Education

HIGH SCHOOL WITH BIOLOGY AND MATHS AS MAJOR| 2019 TO 2021| KATHMANDU MODEL COLLEGE,KATHMANDU,NEPAL

Skills & Abilities

- Time management skills
- Ability to work in a fast-paced environment.
- Handle cash and operate cash register
- Customer Service
- Proficient in MS word, Excel, and Office applications.
- Follow instructions and procedures.
- Excellent computer skills