



# Sunita Pradhan

Receptionist

**MOBILE:**

8638382960

**EMAIL:**

suvhati996@gmail.com

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## SUMMARY

Dedicated and personable receptionist with 3 years of experience as a cashier in a shopping complex. Skilled in customer service and sales with a strong focus on professionalism and efficiency.

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## EMPLOYMENT HISTORY

### Cashier

Shopping Complex (3 Years)

- handled daily cash transactions accurately
- Assisted customers with purchases and inquiries.
- Maintained cleanliness and organization of the counter area.
- Balanced cash drawer at the end of shifts.

### Receptionist

Hotel Kalash in Tezpur (3 Years)

### Sales Associate

Style Bazar in Guwahati (6 month)

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## SKILLS & ABILITIES

- Sales
- Customer Service
- Cash Handling
- Great communication skills

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## EDUCATION

- Higher Secondary

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## LANGUAGES KNOWN

- Hindi
- English
- Assamese
- Nepali