



Sabita Thapa Magar

CONTACT INFO

+358417406448
Sabita.ThapaMagar@metropolia.fi
Laajaniitynkuja 3, Vantaa 01620

STRENGTH

- Hard working and goal oriented with passion in dealing with people.
- Able to work independently with minimum supervision.
- Able to work at odd hours, as and when required.
- Self-driven and fast learner, with keen interest in new assigned work.
- Resourceful in completing task, ability to multi-task effectively.

LANGUAGE SKILLS

Mother tongue : Nepali

Other Languages :

English	Hindi	Finnish
↓	↓	↓
B2	A1	Learning

ON REQUEST (references)

Purushotam Thapa, Store Manager, Saleways Cash & Carry Pvt. Ltd.

Dipesh Saiju, Accounting and Grants coordinator, The International Legal Foundation

PERSONAL STATEMENT

I am a competent professional in the field of retail industry with overall experience that covers most of the areas including accounts, customer service and some of the basic knowledge in back store and admin department. I have an experience in retail industry for more than 3 years. Expertise in strong problem solving, decision making, and time management skills. I am looking forward to work with your company.

WORK EXPERIENCE

Saleways Cash & Carry Pvt. Ltd Nov 12, 2020 to July 11, 2024

Teller Head

- Count and reconcile vault cash at the beginning and ending on daily basis
- Ensure proper management of daily cash accounts.
- Build positive and good working relationship with other staff members
- Prepare Cashier's weekly schedule, helps to solve POS (Point of Sales) related issues
- Review and resolve differences between accounting information and cash drawer
- Restock, Arrange and organize merchandise in front lanes to drive product sales
- Process POS transactions, including cheques, cash, credit purchases or refunds and exchange.
- Help customers to complete purchase, locate items and join reward programs to promote loyalty, satisfaction and sales numbers

KNOWLEDGE AREAS

- Monthly attendance record in attendance software (NIMBLE HRIS) (Daily In-Out, Overtime, Leave reports)
- Supervise subordinates for SOP (Standard Operating Procedure) maintenance
- Issue POD (Proof of Delivery) for vendors, raise GRN (Good Received Notes), Issue return shipments and transfer of Goods Order

EDUCATION

STATUS

- S.L.C
Lumbini Beginners Academy
Dhumbarahi , Kathmandu
Passed year 2015 AD
- +2 (Intermediate)
Herald International College,
Basundhara , Kathmandu
Passed Year 2017 AD
- Bachelor's on Business Studies
Herald International College,
Basundhara , Kathmandu
Passed Year 2021 AD
- Master's in Business Informatics
Year
Metropolia University Of applied Sciences
Myrrmaki Campus, Vantaa
2024 (present) – 2026 AD expected graduation

Course Content

Business Modelling and Competitive Environment in Digital Era
Digital Strategy
Quantitative Research Methods
Research Methods & Skills

SKILLS AND COMPETENCES

- Managing task with limited supervision
- Have strong analytical skills easily assessed conditions and implements appropriate intervention.
- Can relate well to patient from variety of culture and socio-economic conditions.
- Can handle time pressure task and can-do multi-tasking.
- Can able to communicate or negotiate with different Nationalities in English Language.