**Curriculum Vitae**



**Gulfjobseeker.com CV No:** **106386**

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**Career Objectives**

Seeking a job where continuously enhance my knowledge, skills and experience by getting involved in challenging environment and utilize them for personal and organizational growth to the best of my ability.

**Vision**

To work with fullest involvement and to give my excellence in assigned passionately and to increase efficiencies and upgrade strategic working environment in the organization.

**Academic Qualifications**

**Course School/College Board/University Percentage Year**

B.C.A IT and Management Sikkim Manipal 62% 2012

(Computer Application) College Darjeeling, India University, India

Diploma in Hardware Lalani Computer Lalani Academy 81% 2010

and Network Engineering Academy, India Darjeeling, India

Commerce with IT Rinchen Higher BHSCE, Bhutan 55% 2008

Xll (BHSCE) Secondary School,

Bhutan

**Work Experience**

**Sales and Service: 1st /June/2013 to 15th/July/2014**

**IT Plaza**

**Bhutan**

**Responsibilities:**

* Consistently offer professional, friendly, warm and engaging excellent customer service.
* Work as a team to achieve the goal and target of the company.
* Maintain a positive and cheerful attitude and co-operative with team work.
* Handing cash register and familiarization of payment through credit cards.
* Responsible for stock take inventory and perfume proper merchandising.
* Responsible for all issued funds and maintain proper handover/takeover.
* Manage product returns and exchanges

**Data Entry/Operator** in **Ministry of Health Royal Government** of Bhutan form **February 1st – 30th April** in year 2013.

**Responsibility:** Verify accuracy of data, Retrieve information in the right format at the right time, make necessary changes or correction and maintaining extreme confidentiality.

**Researcher/Enumerator** (Interviewer) in **National Health Research Royal Government of Bhutan** for 5 years planning from **20th November 2012 – January 31st 2013**.

**Responsibility:** Research in specific area, verifying household, encounter in existing census data and answer questions about health.

**Strength**

|  |  |
| --- | --- |
| * Flexibility and adaptability * I’m self-confident and can mould myself to all work environments * Determine to learn with the practical approach | * Interpersonal relations and communication * Punctual and hardworking * Compassion and truthful |

**Computer proficiency**

|  |  |
| --- | --- |
| * MS Office (Word, Excel, Power point) * Internet Email Application | * Operating System * Computer Configuration skills and problems solving |

**Language Known**

|  |  |
| --- | --- |
| * English * Nepali | * Hindi * Dzongkha (Bhutanese) |

**Personal Profile**

Date of birth : 06th/09/1986

Nationality : Bhutanese

Gender : Male

Marital Status : Unmarried

**Deceleration**

I hereby affirm that the above information given by me is true to the best of my knowledge. I will be solely responsible for any discrepancy found in it. Thank you very much for the time to consider my curriculum vitae, I will be glad if I am given an opportunity to work with your esteem Organization.