**Objective**

To work in a reputed organization with a consecutive working environment, which appreciate hard work, where I can utilize my skills in contributing towards fulfilling the company’s growth, and excel in the related field.

**Personal profile**

* Drive and determination, have a strong desire to get things done.
* A team player and ability to work under pressure.
* Strong sense of responsibility and confidence

**Work Experience:**

**Winner vogue consultancy DMCC, UAE**

**Reception with Admin Assistant**

May 2015 - till date

*Administrative Responsibilities includes:*

* Provide administrative support.
* Arrange the meeting Schedules
* Receive phone calls of clients and maintain document record.
* Assist in all financial transactions, i.e. Deposit and withdraw.

**Aappakadai Restaurant, UAE**

**Cashier**

Jan 2014 – May 2015

**Call Center Agent**

Jan 2013 - Jan 2014

**Waiter**

Feb 2012 – Dec 2013

**Armos of China, BJN Group L.L.C., India**

**Waiter**

June 2008 – Dec 2011

*Responsibilities Handled in Outlet includes:*

* *Efficiently controlled all the cash and credit cards transactions.*
* *Report all the sales transaction on daily basis.*
* *Receive and make all the phone calls for stock availability and routine.*
* *Deposit the sale amount on specific account.*
* *Check the system server, receive the calls and maintain customer relation.*
* *Pass all order KOT’s efficiently to the Nearest Outlet.*
* *Successfully handled, monitored and controlled whole food and beverage operations.*
* *Forged well-built relationships with the customers, staff members, guests and team organizers.*

**Personal details**

Date of birth : 24/8/1989

Sex : Male

Nationality : Nepalese

Religion : Hindu

Civil status : Married

Languages : Nepali, Hindi, English

**Educational Qualification**

* SLC (2005) – Shree Sankhar Mohammi MV, – Nepal
* +12 (2007) – Tribhuwan University, Nepal
* Diploma in Computer (2007) – Everest Computers Pvt. Ltd. Nepal – Nepal

**First Name of Application CV No:** **1667946**

Whatsapp Mobile: +971504753686

