

Manoj

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Personal profile

A graduate with a successful academic and work track record, bags of enthusiasm and eager to join a team. Possessing a desire to succeed, target driven, tenacious along with a first class customer service ethic. Persuasive and able to maximize revenue generation through the successful development and implementation of well researched and successful advertising sales initiatives. A bright, articulate and numerate individual with excellent communication and computer skills, looking for an opportunity to enhance my skills and abilities.

Academic Qualifications

2009-2011

**Himalayan College,** Kathmandu Nepal

Intermediate completed (10+2)

1996-2009

**National Open School NOS**, Kathmandu Nepal

School Leaving Certificate

 Key skills:

* Excellent knowledge of basic computer
* Excellent knowledge of POS system like Touché
* Excellent written and verbal communication in English, Hindi and Nepali
* Sales and marketing skill

Professional Experience

**Company Name** **:** Slice and sandwiches

**Location :** Kathmandu ,Nepal

**Position :** Person In charge

**Duration:** 2015/10/01- 2016/10/16

**Company Name** : Omair Meal`s

**Location** : Dubai, UAE

**Job title** : Subway Restaurant

**Position** : Senior Sandwich Artist /Server

**Duration** : 2013/02/17- 2015/03/16 ( Two years )

**Company Name** : Tiny Princess

**Location** : Naxal , Kathmandu

**Job title** : Sales executive

**Position** : Senior

**Duration** : (2010/02/02) to (2012/11/16).

**Professional Development**

* Certified as an **In-store Learning Coach**- Involved in training of new recruits and other team members at store level.
* Certified as a “**Sandwich Artist “**, at **Subway, U.A.E.**
* Basic Food Hygiene Training. (Safe Hand Food Consultants, Dubai, U.A.E).
* Proficient in computers
* Three months training programmers in Dubai ,( U.A.E)
* Three months training programmers in Kathmandu hotel Training Center .

**Achievement**

* Server Trainee In a Radisson Hotel ( Kathmandu , Nepal )
* Awarded Employee of the month ( Dubai, U.A.E)

Responsibilities:

* Committed to ensuring the highest level of guest service at all times, resolving complains and issues efficiently and accurately.
* Discussing the new ideas and promotion of operations.
* Offers the guest with the food and drinks menu with enough time and guiding them with the best service.
* Answering the guest inquires politely and suggesting them the best option that we can offer.
* Always try to make guest feel homely and see whether the guest is happy with our service.
* Serve food and/or beverages to patrons; prepare and serve specialty dishes at tables as required.
* Performing for people or dealing directly with the public. This includes serving customers in restaurants and stores, and receiving clients or guests.
* Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

**Lastly ,**

I would like to forward this application along with  my  details for your  kind consideration & early perusal. I hope my detail  will  give  you a  brief  idea about  my  knowledge &  experience. So, I humbly request you to provide chance to save under your organization. If given chance, I assure you that, I shall hander all my skill for the entire worthily of the company  & fullest satisfaction of superiors

 References: Available on Request.