**355909** **@gulfjobseekers.com**

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**Objective:**

To make distinct identity in corporate world, reaching height of excellence and perfection in work, excelling and exploring my interpersonal skills whilst focusing organizational success and goals.

**Academic Qualification:**

* High School (School Living Certificate) Passed board of Nepal-1989.
* Basic Computer Course.

**Career Progression:**

* Company : EMARAT ( Emirates General Petroleum Corporation )
* Position: Station Supervisor (Retail Facilities Supervisor) Since Dec-1999 to May -2014
* Company: ADNOC Distribution ( Abu Dhabi National Oil Company)
* Position: F/S Superintendent Since-May-2014 to till date

**Core Competencies:**

* As a station Supervisor & Superintendent always monitoring sales at all the time and maintaining healthy relationship between more than 70 staffs of various at the station.
* Maintaining high level of customer service and focusing on customer satisfaction.
* Coordinating with management with regarding to all aspects of retail employee i.e. Salaries, bonus, overtime, annual leave, staff uniforms, medicals and preparing staff’s weekly schedule according to the business flow in particular site.
* Always following the instruction from the management and implement the same as required.
* Maintaining better inventory control and at same time increase the sales according to the management aspects.
* Always providing positive response to the staffs towards company so that are motivated to their works.
* Maintaining better relation with more than 1000 suppliers who deliver the items for sales and at the same time holding the responsibility of stock ordering and following FIFO system to prevent the displayed items from expiry.

**Personal Skills:**

* Strong personal initiative, quick learner in mastering procedures
* Perform multiple assignments
* Good leadership skills as well as team building personality.
* Good time management skills & highly responsible and good oriented.

 Skills in written and oral interpersonal communication

 Energetic, dedicated professional with record of building strong socio relations.

 Computer Literate e.g. Microsoft win 98/xp/ Ms-word, Excel, Power point, E-mail Internet

**Training Programs:**

* Various type of customer service training conducted by Emarat.
* Successfully completion of “Basic fire Fighting Training" by Saja Gas Plant.
* Cash register training "Super Ruby Verifone" conducted by Emarat.
* Food & Hygiene training conducted by SGS Gulf limited Dubai.
* Staff Motivation training conducted by Emarat.
* Environment training conducted by SGS Gulf limited Dubai.
* Assistant Supervisor 6 months training completed conducted by Emarat.
* Effective Communication Skills Training completed conducted by MEC/TFC UK.
* CPR and Basic First Aid (Pediatric & Adult Module) Training completed conducted by American Safety & Health Institute.
* Managing Conflict in the Workplace Training completed conducted by Progress Management Consultants.
* Detection of Forgery, Counterfeiting & Fraud Training Program completed conducted by Alpha Security Training & Consulting.
* Creating profitable sales conducted by MEC/TFC UK.
* Leading teams training conducted by MEC/TFC UK.
* Occupation health and safety seminar conducted by Pocari Sweet Principal Company.
* Coaching skills for station manager conducted by HR Middle East.
* Ordering and Receiving main products (FUEL) training by ADNOC Distribution.
* Safe work permits training by National Training Center.
* Oracle ERP user training by ADNOC.
* How to handle the accident at work place by ADNOC.
* First Aid training completed by ADNOC.
* Customer Service and Complaint handling training by ADNOC.
* Supervisory skill training conducted my ADNOC.
* Performance Management System by ADNOC.
* Completed the Food Safety Program GHP Manager Course by Sharjah Municipality.

I hereby declare that the above given information furnished by me is true to the best of my belief and knowledge.