Darpan

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SUMMARY

An enthusiastic, multi-skilled and focused professional who can bring passion, drive, performance, excellence and a winning mentality to any company.Darpan is a quick learner who can absorb new ideas and can communicate clearly and effectively when working with people of all levels. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising qualityHe is self-motivated and able to contribute effectively to a team by making a real and measurable difference to the bottom line. Right now,Darpan is looking to join a company where he will be surrounded by like-minded individuals who strive to break records and deliver excellence within a culture that is built on honesty, passion for sport, respect and recognition. Being a result driven, self-motivated and resourceful individual, He is seeking new responsibilities irrespective of reward and recognition.

Work Experience

* Currently working as a Cashier in Al Meera hypermarket Doha Qatar

(responsible for efficiently ringing up items and process payments to keep customers flowing through check-out aisles, answer question about merchandise and maintain current knowledge of all promotions, volunteer for extra work to cover short-staffed shifts, contact customer service managers to handle pricing issues and complaints, operate POS register calculate total payment received during a time period, and reconcile with the total sales.)

* Has worked in the post of Office Administrator for 3years in Kalimpong Army School, was responsible for data entry process, maintaining daily checklist records of school procedures, managing emails and calls, evaluate the administrative data of the students.
* Contribution and support to the EOSS (End of season sale) July 2011 summer internship Program in Human Resource Management at Pantaloons Fashion and Retail Limited Siliguri.

Key Skills

[ Management]

* Sound mathematical background.
* Effective Interpersonal Communication Skills.
* Ability to Effectively manage time and prioritize task.
* Technology Skills.
* Problem Solving Skills.
* Query Resolution.
* Demonstrated capacity to provide comprehensive support for senior-level staff, including managing and coordinating projects and processes in support of effective business operations.
* Proven track record of accurately maintaining detailed records, generating reports, and multitasking within fast-paced atmospheres.
* Adept at managing and streamlining administrative processes to reduce errors, improve accuracy and efficiency, and achieve organizational objectives.
* Outstanding interpersonal, customer service, leadership, and organizational skills; thrive within detail-oriented, deadline-driven environments.
* knowledge in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and managing, arranging, and coordinating data.

Retail

* Cash Handling.
* Brand Management.
* Retail Knowledge.
* Process Sales and Payment.
* Handle Customer Issues.
* Restocked Returns Items.
* Balanced Money in Cash Register with sales data.
* Data Entry skills, Numeric Skills, and Cash Management.

Educational Qualitfications

1. Master of Business Administration from Siliguri Institute of Technology District Darjeeling State West Bengal, India.
2. Bachelor of Business Administration Hons, Siliguri Institute Of Technology District Darjeeling State West Bengal, India.
3. ISC Himali Boarding School, Kurseong District Darjeeling State West Bengal, India.
4. ICSE St Augustine's School, Kalimpong District Darjeeling State West Bengal, India.