**CURRICULLUM VITAE**

Sonam

Email : [sonam.364112@2freemail.com](mailto:sonam.364112@2freemail.com)

Address : Dubai UAE

Visa status : Resident visa

**OBJECTIVE**

Seeking an opportunity in an esteemed and dynamic organization where I can draw upon and further enhance my knowledge, experience, creative, interpersonal skills and academic background to take the full responsibility within the organization or group of organization.

**PERSONAL STRENGTHS**

* Hard working and consistency.
* Self-motivated and energetic.
* Positive thinking and well disciplined.
* Comfortable working alone or as part of a team.
* Good in reasoning and analyzing.
* Good communication skills.
* Soft spoken.

**CARRER PROFILE**

* Detail-oriented, efficient and organized work.
* Excellent written and verbal communication skills.
* Highly trustworthy, discreet and ethical.
* Resourceful in the completion of multi-tasking.
* Exceptional customer service.
* Ability to make good relationship with staffs and clients.
* Highly self-motivated to work in any kind of situation.

**ACHIVEMENTS AND EXTRA CURRICULAR ACTIVITIES**

* Participated during the school annual sport day in football and stood winner(2009)
* Participated in the national Olympic Committee of Bhutan(2009)
* Serve as a school games &sports leader in(2009&2010)

**EDUCATION BACKGROUND**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Program | College/Institution | University or Board | Year | Percentage |
|  |  |  |  |  |
| 10+2(coms with business Math) | YEOZERLING HIGH SCHOOL | BHSEC | 2011 | 68% |
| 10 General BCSE | YANGCHENPHU HIGH SCHOOL | BHCSE | 2009 | 62% |
| DIPOMA | COMPUTER AND MANAGEMENT INSTITUTION | NATIONAL LEVEL-2 | 2012 | 75.56% |

**Curecently working under Dubai Parks and Resorts,**

**Motiongate Dubai, since September 2016.**

**Serving as a Attraction operator.**

* To handle irrate guest and help them with satisfied solutions.
* Handle any other related guest enquires and to give a quick respond to guest.
* Helping and looking after our own crew members meal breaks,short breaks and any problem facing on duty.

**Previous job experience:**

**Millennium and Copthrone Airport Hotel, Dubai**

**November 2014-2016**

* Two year experience.
* House keeping Desk coordinator
* Deliver excellent Guest service at all time.
* Be involved and contribute at team work.

**Training and Course Attended at Millennium Airport Hotel, Dubai**

* DATA ENTRY CLERK /RECEPTIONS.
* Trained in the standards of greetings and registrations of different guest with standard operation procedures according with hotel policies.
* Process of guest check in’s and check out’s
* Profiling guest details in PMS(OPERA)
* Sending guest details to CID
* To handle irate guest and help them with satisfied solutions.
* Handle any other related guest enquires and to give a quick respond to guest when in rush hours.

**Bhutan Indo co. Ltd**

* One year experience.
* Serve as a sales executive cum cashier.
* Developing and implementing lessons/work schemes
* Interact with customer by taking and receiving orders, processing payments.

SKILL IN COMPUTER APPLICATION

* IT (office applications and office management)
* Complete knowledge about Microsoft office (MS word, MS Excel, Ms Power point, MS Access
* publisher ), other utilities software.

OFFICE MANAGEMENT

* Manage Office work, standard filling system, Office Record, Personal file.
* Update the service record, filing of papers, maintaining of dispatch register.
* Communicate with Customer, Drafting letters, Office Order, Notice.

**Commercial Accountant NC-2.20th May 2012 to 25th may 2013**

* Complete knowledge about prepare journal entries.
* Maintain bills payable and receivable books.
* Prepare bank reconciliation statement (BRS).

LINGUSTIC ABILITY

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Speak | Read | Write |
| English |  |  |  |
| Dzongkha |  |  |  |
| Nepali |  |  |  |
| Hindi |  |  |  |

PERSONAL PROFILE

Name :Sonam

Gender : Female

Date of Birth : 11-Nov-1991

Marital Status : Single

Nationality : Bhutanese

DECLERATION

I hereby declare that the above furnished information is true and fair to the best of my knowledge and belief. I will be extremely happy to get an opportunity to join your organization and I assure you utmost sincerity towards my job at all times.