**WANGYAL**

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**Email Address :** [**wangyal..377966@2freemail.com**](mailto:wangyal..377966@2freemail.com)

**Address : Burdubai, Dubai**

**Objective:**

To work in a challenging and dynamic environment, expect to make a positive contribution and desire to grow with the organization and become an invaluable asset for it. To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with the people.

**Key Skills And Competencies:**

Excellent written and verbal communication skills

Goal-oriented and Good Judgment

Initiative , problem solving skills and multitasking

Willing to stretch extra hours to complete assigned work

Exposure to Windows Operating System and Microsoft Office and MS Excel.

**Educational Qualification:**

**2010**  Bachelor of Arts (Hons. Sociology) North Bengal St. Xavier’s College,West Bengal

core subjects were Sociology, English, History, Alternative English and

Environmental Science.

**2007**  Indian School Certificate (**10+2**), Delhi Board of Education, Saptashri Gyanpeeth, India.

**2005** Indian Certificate of Secondary Education, Delhi Board of Education, Saptashri Gyanpeeth, India.

**Work Experience/Internship:**

**February 2011 – March 2013**

**Front Office Executive Hotel Silver Oaks, Kalimpong**

* Making Room Reservations as per customer requirements.
* Taking Guest Check-in and helping them Check-out.
* Attending to guest queries and complaint, at the same time ensuring that they have a comfortable and enjoyable stay at the hotel.
* Arranging various local tours and sightseeing.

**June 2013 – December 2015 Himalayan Vacation Resort and Home-stay**

**Darjeeling, West Bengal, India.**

**Worked as a steward in Himalayan Vacation Resort and Home-stay, Darjeeling West Bengal, India.**

**Job Profile:**

Meeting and greeting guest

Booking guest tables

Keeping restaurant area tidy

Taking food orders

Making KOT

Setting up table

**Jan 2015 – September 2017**

**Worked with Beekay Auto Pvt. Ltd Maruti Suzuki India as a sales consultant.**

It is the Leading dealer of automobile in Siliguri, West Bengal, India with three main show room comprising of more than 350 vehicles in stock and more than 15 outlets within the district and the state, with an employee strength of more than 1000.

**SALES CONSULTANT**

* Sell specific products and services to consumers.
* Demonstrate products and show consumers how to maximize their features.
* Check inventory to ensure product is in stock.
* Conduct outbound lead follow-up calls to potential and existing customers via telephone and e-mail to qualify leads and to sell products and services.
* Ensure the booking has been correctly done with booking amount.
* Pushing sale of accessories and spare parts.
* Adjusting displays as needed.
* Ensure pricing is correct.
* Making planners sheet for field visit and follow ups.

**Extra-curricular Activities:**

* Active member in inter-school and College elocution, debates and sports
* Member of the Cancer Aid Society where I participated in medical and social welfare camps held by Nationwide Cancer Control Program-me.
* Participated in the training for Awareness program-me on Co-operation for Students, conducted by the Centre for Co-operative Management, Kalimpong, India.
* Participated Voluntarily in Program-me of Young Energetic Society, working for the upliftment of the deprived sections of the society.
* Participated in several Music contest in school and college etc.

**Computer proficiency:**

Successfully completed 6 months Basic course for Certificate in Computer Applications from Saptashri Gyanpeeth, Delhi Board of Education. Exposed to windows operating system and MS Word and MS excel.

**Personal Details:**

Date of Birth : 20th December, 1990

Nationality : Indian

Languages Known : English, Hindi, and Nepali

Marital Status : Single