**CURRICULUM VITAE**

**Rup**
Email : rup.382882@2freemail.com

**APPLIED FOR: ANY SUITABLE JOB**

**CAREER OBJECTIVE:**

To enhance a career that tests my professional abilities, add value and make an attempt to achieve organization and individual goals, also to further enhance my skills through learning and meet the challenges in any giving chance.

**PROFESSIONAL EXPERIENCE:**

Company : Bhatbhateni Super Market, Kathmandu Nepal

Designation : Salesman

Duration : Oct 2014 to Dec 2016

Company : Bhatbhateni Super Market, Kathmandu Nepal

Designation : Storekeeper

Duration : Jan 2017 to Dec 2017

Sales : Three Months Sales Experience in Moscow Russia.

**SALES JOB DESCRIPTION:**

* Greeting customers who enter the shop.
* Be involved in stock control and management.
* Assisting shoppers to find the goods and products they are looking for.
* Being responsible for processing cash and card payments.
* Stocking shelves with merchandise.
* Answering queries from customers.
* Reporting discrepancies and problems to the supervisor.
* Giving advice and guidance on product selection to customers.
* Balancing cash registers with receipts.
* Dealing with customer refunds.
* Keeping the store tidy and clean, this includes hovering and mopping.
* Responsible dealing with customer complaints.
* Working within established guidelines, particularly with brands.

**JOB SKILLS:**

* Extensive communication skills, both in sales, interpersonal, and management.
* Familiar building relationships, establishing lifelong connections, and encouraging return business.
* Intimately familiar with standard marketing techniques and experienced in improving sales of entire sales team.
* Developed critical thinking and decision making skills.
* Long history of management positions developing excellent leadership and delegation abilities.

**STOREKEEPER JOB RESPONSIBILITY:**

* Maintain records of inventory and make decisions regarding what products to order and when.
* Monitor which items are selling, and in what quantities, and use this data to make decisions about future product orders.
* Justify purchasing decisions to the store’s owners.
* Oversee employees to ensure that the store stays clean and the customers stay happy.
* Communicate pleasantly with customers and be the final authority when a customer has a question or complaint.
* Build rapport with employees to create and maintain a positive work experience for everyone involved.

**STOREKEEPER JOB SKILLS:**

* + Have earned recognition for superior performance as a manager at this store in the past.
	+ Place customer satisfaction at the top of your priorities every day at work.
	+ Are willing to learn the software this store uses to keep track of inventory.
	+ Communicate effectively with both customers and employees to maintain a positive work environment.
	+ Have a vision for this store’s role in the general community and are enthusiastic about doing whatever it takes to see that vision come to life.
	+ Are committed to safety, cleanliness, quality, and community.

**TECHNICAL SKILLS:**

Operating System : Windows XP/vista/7.

Ms Office

Multimedia : Adobe Photoshop CS2, PageMaker

 Hardware & Networking

**EDUCATIONAL QUALIFICATION:**

* Bachelor of Science Information Technology(B.Sc.IT) from Loard Buddha Education Foundation (2012-2015)
* Intermediate HSEB. 2010-2012
* SLC 2010

**PERSONAL DETAILS:**

Date of Birth : 09th Jan. 1992

Gender : Male

Languages known :  Hindi, English
Hobbies : Swimming, Typing

**PERSONAL SKILLS:**

* Good Communication Skills
* Dedication towards work
* Good team spirit and hard working nature
* Ready to work in any shift.

**PASSPORT DETAILS:**

Date of Issue : 25th March 2015

Date of Expiry : 24th March 2025

Place of Issue : Nepal

Declaration: I hereby declare that the information furnished above is true to the best of my knowledge.