**SURJAY**

Surjay-392475@2freemail.com

**OBJECTIVE:**

I am very motivated and ready to accept any challenge, easily adoptable to different working environment, ready to learn any new tasks assigned, and undertake responsibility to perform the same to anyone’s satisfaction .I am looking for an environment of a company where I could apply and utilize my knowledge and experience to the best of my abilities for learning more in related fields for growth of company and develop my professional career. If you give me the chance to serve your organization I will work with sincerity, humanity, regularity and ethics and I am fully committed that I will leave no stone unturned to up the needs of your organization.

**SKILLS AND ABILITIES:-**

* Ability to work as a team member and an individual.
* Ability to multitask and time management.
* Quick learner about services.
* Have passion to work in pressure.
* Have problem solving and decision making ability.

**WORK PROFILE:-**

Sales Man , Merchandiser cum Customer services agent for Sabin Plastic LLc, Dubai.



Crew cum supervisor as Star Bakery & Ice Cream Home, Nepal.



Sales Executive cum Customer service agent for SR Foods Pvt. Ltd.



Sales Executive at GS Collection Center, Bhairahawa -Nepal



**WORK EXPERIENCE:**

1. **SABIN ADVERTISING - DUBAI**
	* Network effectively with customer, Observed customer and listened closely to question to assist best choice and made recommendation accordingly.
	* Checking Product availability at outlet.
	* Assisted customers with trying on items and brought additional items as per requested.
	* Kept items racks neatly organize and fully stock.
	* Greeted every customer with a smile, friendlyconversation.
2. **STAR BAKERY & ICECREAM HOME NEPAL**
	* Assisting the Management Team in Coordinating and Controlling the Operation in Term of Consistency and in High Standard of Quality, Service and Cleanliness,
	* Handling the Cash Needs,
	* Meeting the Costumers Needs,
	* Demonstrating High Standards of Quality, Service and Cleanliness and set good Examples of General Conduct,
	* Delivering Gold Standard Services,
	* Ensuring Customers are Recognized and look after with Courtesy Efficiency,
	* Ensuring Food Safety Practices are followed at all times,
	* Maintaining Product Quality at all time.
3. **SR FOODS PVT. LTD – PADSARI,NEPAL**
	* + - Receiving Calls From Customer & Deal about Product .
			- Report daily work sheet to the respective manager .
			- Continuously update product knowledge.
4. **GS COLLECTION CENTER-BHW NEPAL**
	* + Customer service agent .
		+ Sales Executive

**EDUCATIONAL QUALIFICATIONS**

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| --- | --- | --- | --- | --- | --- | --- |
|  | **Qualification** |  |  | **University / Board** |  | **Division** |
|  |  |  |  |  |  |  |  |  |  |
|  | School Leaving Certificate Examination |  |  | His Majesty’s Government, Nepal |  | Passed |
|  |  |  |  |  |  |  |
|  | Intermediate in Commerce |  |  | Tribhuwan University |  | Passed |
|  |  |  |  |  |  |  |
|  | Bachelor |  |  | Tribhuwan University |  | Running |
|  |  |  |  |  |  |
|  | Computer Knowledge |  |  | Ms.-Word, Excel, PowerPoint, Email & Internet. |
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|  | **PERSONAL DETAILS:** |  |  |  |  |  |  |  |
|  | Date of Birth |  | : 23rd May 1992 |  |  |
|  | Nationality | : Nepali |  |  |
|  | Sex | : Male |  |  |
|  | Marital Status | : Single |  |  |
|  | Temporary Address | : Karama, Dubai |  |  |
|  | Permanent Address | : Bhairahawa, Nepal |  |  |
|  | Language known | : English, Hindi and Nepali |  |  |
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