***BIJAY***

E-mail: bijay-397422@gulfjobseeker.com

(Dubai-UAE)

***Profile:***

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where I Can encourage and permitted to be an active participant as well vital contribute on development of the company

***Personal Details:***

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| Nationality | : | Nepalese |
| Date of Birth | : | 30th Aug, 1987 |
| Religion | : | Hindu |
| Gender | : | Married |
| Height | : | 5.8” |
| Weight | : | 78 kg |

***Language Known:***

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| English | : | Reading, Writing & Speaking |
| Arabic | : | Basic Speaking |
| Hindi | : | Reading, Writing & Speaking |
| Nepali | : | Mother’s Language |

***Passport Details:***

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| Date of Issue | : | 10TH Feb, 2013 |
| Date of Expire | : | 09t5h Feb, 2023 |
| Place of Issue | : | Nepalese |
| **Visa Status** | **:** | **Employment Visa** |

***Educational Qualification:***

* Bachelor in (Business Studies)-BBS from “ Tribhuvan University”-(Nepal) 2013
* Higher (+2) Educational Certificate from (HSEB-Nepal) 2006
* (SLC) High School Certificate from-(Nepal) 2003

***Computer Skills:***

* Internet & Emails
* Others Basic Computer Knowledge

***Work Experience:***

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| **COMPANY** | **:** | **ALLIED SECURITY SERVICES PVT LTD** |
| DESIGNATION | : | Security Guard |
| Duration | : | 03 Years (2009 to 2012) |
| Location | : | Nepal |

* Greeting Customers
* Investigating Fraud Insurance calms
* Providing a warm welcome for customers.
* Patrol industrial and commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
* Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
* Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
* Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
* Circulate among visitors, patrons, and employees to preserve order and protect property.

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| **COMPANY** | **:** | **SAHEL MART COMPANY GORNATHA** |
| DESIGNATION | : | Store crew (Supermarket) |
| Duration | : | 02 Years (2015-2017) |
| Location | : | Saudi Arabia |

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| **COMPANY** | **:** | **BHATBHATENI DEPARTMENTAL STORE** |
| DESIGNATION | : | Store helper (2017 to 2019) |
| Duration | : | 02 Years |
| Location | : | Nepal |

* Check inventory records for accuracy
* Compile reports on various aspects of changes in production or inventory
* Keep records of items shipped, received, or transferred to another location
* Find, sort, or move goods between different parts of the business
* Ability to maintain work schedules and uphold work standards
* Knowledge of standard practices, procedures, and equipment used in the receipt, storage,
* Requisitioning and disbursement of supplies and materials
* Knowledge of training and supervising techniques and employee policies and procedures.
* Knowledge of the occupational hazards and safety precautions applicable to the work.

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| **COMPANY** | **:** |  |
| **Duration** | **:** | July, 2019 Still Present |
| **Location** | **:** | **Dubai-UAE** |
| ***Location Experience in UAE:*** |  |  |

* **Presently working as a “General Assistant” (Dubai-UAE)**

***Skills:***

* Good Communicational and interpersonal skills
* Hard working Team Member
* Very Energetic result oriented and organized.
* Courageous true towards the duties.
* Have a high respect for customer’s service.
* Always keep on smiling under pressure.
* Efficient and well behaved person.
* Extremely hardworking self motivated and able to work independently.
* Keep excellent inter personal relations with colleagues and ready to help them.

***Declaration:***

I hereby certify that the above information are true and correct according to the best of my knowledge & My Experience.

***Bijay***