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| Curriculum vitae |
| |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Personal Profile:     Personal Data: **Date of Birth : 19/08/1986 Gender : Male**  **Marital Status : Married**  **Nationality : Nepalese**  **Religion : Hinduism**  **Languages Known:**   * **English, Hindi, Nepali, Urdu and Basic Arabic** | **Gulfjobseeker.com CV No:** **103836**  **Mobile +**971505905010 / +971504753686  To get contact details of this candidates  Submit request through Feedback Link  <http://www.gulfjobseeker.com/feedback/submit_fb.php>  Career Objective:  To have a strong career with significant professional challenges, opportunity and responsibility that would allow me to contribute my expertise, people skills, business knowledge and capabilities at the highest level for the organization’s future growth and development.  Work Experience:   * Worked as Storekeeper in Bhatbhateni Supermarket 2012-2014 * Worked as a Sales Assistant at EMIRATES PETROLEUM PRODUCTS COMPANY (EPPCO)L.L.C. Dubai (2006 to 2012) * Office Assistant – Bhattarai Hardware (2003 to 2006)   JOB Functions:   * Day to day administration of the mini market. * Handling customer complaints & solving it smoothly. * Handling the suppliers and controlling the stock level. * Carrying out inventory. Minimizing stock losses. Justifying stock loss / gain. * Maintaining daily, weekly and monthly sales records and all necessary operational documents. * Entering purchase and return invoices. * Attending Management policies and implementing them to the direct effect on customers.   Educational Qualifications:-   |  |  | | --- | --- | | **Course/Degree** | **Accadamy** | | Bachelor in Humanities and Social Sciences | Tribhuwan University  (3rd Years Still going on) | | Intermediate (P.C.L.) | Tribhuwan University | | S.L.C. | Board of H.M.G. Nepal | | |

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| Personal Interests:   * Cricket * Volleyball * Football * Net Surfing * Listening Music & Reading   Personal Strengths:   * Fast Learner, adapt well to changes and pressures in workplace. * Work effectively with diverse group of people. * Ambitious, hardworking and committed to excellence. * Strong work ethics and positive attitude | PROFESSIONAL QUALIFICATIONS:   * SMART ACCOUNTANT COMPUTARIZED PACKAGE. * Basic Managing Customer’s Demands     Software Skills :   * **Application Package**:   - MS Office ( Word , Excel, Power point & Outlook)   * **Operating System** : WINDOWS, XP & Oracle * **Advanced Knowledge in Internet Browsing**   **TRAININGS:**    **From EPPCO ENOC LLC -Dubai**   * On the Job Training * Managing Customer Service Training * Basic Arabic Language Training Programme * Decanting Operations Training * Fire Fighting Training Programme * EHS Refresher Training * First Aid Training * Basic Supervisor Training (SHIC) * Person In Charge Training   **Achievements:**  . 3 times Star Employee of the Month award winner  . Achieved 100% score in the Mystery Shopper Programme  Declaration :    I hereby declare that all the information furnished above is true to best of my knowledge & belief. |