Dear Sir / Madam

Good Day!

Your company recently advertised on the popular website for a vacancy. After reading the job description I am confident that I would be a perfect fit for this position as my experience and abilities precisely match your requirements.

Without wishing to sound boastful I feel that I come to you with a background that is unique and distinctive from other applicants. I possess a strong desire to build a career within customer service and to learn more about the UAE market. I also feel that my expertise in sales will allow me to inspire customers, and give them a very positive impression of any company that I work for. My core strengths include, but are not limited to the following:

* Using my initiative to sell additional products and services to customers.
* Always confirming that a customer is fully satisfied before ending any conversation.
* Being able to analyze a situation with the information given by a customer and then suggesting multiple solutions to any problems.

For additional information about my capabilities please view my attached resume.

Right now I want to work for a reputable and exciting company like yours where there will be a big stage for my talents. Therefore I would welcome the chance of an interview, where we would be able to discuss in greater detail the value and strength I can bring to your already successful company.

I thank you for your time and I look forward to hearing from you.

Yours sincerely

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Contact HR Consultant for CV No: 2042232

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**OBJECTIVE**

Seeking the position at famous and prestigious coffee shop. Bringing a variety of coffee brewing skills and techniques coupled with proficiency in delivering high quality customer care, catering for individual customer preferences in form of personalized coffee cupping.

**EDUCATION**

## ***Intermediate*** Commerce (2003 – 2005)

Mahendra Multiple College, Nepaljung Nepal

***High School***  Math and Commerce, 2002   
 Shree Nepal Higher Secondary school, Bardiya Nepal

**WORK EXPERIENCES**

***Coffees*** *Store Incharge  
 2015 Feb -Till date*   
 *Dubai, United Arab Emirates*

**DUTIES AND RESPONSIBILITIES**

* Delegating tasks to motivate the staff.
* Monitoring the team’s performance making sure high level of customer service is provided.
* Assisting the team by performing the tasks with them, by being the role model.
* Conduct training for the development of the staff.
* Monitoring the target by being in the floor and motivating them by giving feedback.
* Making the daily, weekly and monthly report.
* Solving customer complain in appropriate way.

***Cafe***  *Store Manager  
 2010 April- 2014 June  
 Saudi Arabia*

**DUTIES AND RESPONSIBILITIES**

* Managing the staffs properly for the smooth operation of the store.
* Proper order and arrangement of the stock.
* Managing the inventory on daily and monthly basis.
* Solve the customer complain in positive manner.
* Activate the team to reach the sales target effectively.
* Being up-to-date with seniors and office executives on daily basis.

***Massara Cafe***  *Barista/Waiter   
 2007 May - 2010 April   
 Saudi Arabia*

**DUTIES AND RESPONSIBILITIES**

* Maintained café cleanliness at all times, including cleaning tables, maintaining condiment bar, and removing trash.
* Prepared and served drinks and food in accordance with health codes and café standards.
* Performed all support tasks such as cleaning cases and equipment, and restocking display cases.
* Worked on registers daily to authorize returns and exchanges, and audit receipts

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**SKILLS**

**COMPUTER SKILLS** **LANGUAGE SKILLS**

Microsoft office English  
Microsoft Windows Arabic  
Internet and Networking Hindi

**PERSONAL DETAILS**

a  
Nationality : Nepalese  
Sex : Male  
Marital Status : Married  
 Visa status :Employment **until 2017 January 31.**

**DECLARATON**

I hereby certify that the above information is true according to the best of my knowledge. If selected, I assure that I will perform to the best of my abilities.

*References: Available upon request.*