

SEKHER LAMA

Phone No. 0589635232

D.O.B: 15/09/1978

Education: Grade 12 (HSC)

Marital Status: Married

Nationality: Indian

Visa Status: Tourist-Valid Until 8th August 2022

***Objectives:***

A result oriented and assertive individual seeking to achieve aims and goals of the organization with complete dedication, diligence, professionalism, discipline and spirit of team work while aspiring to take on higher. Having good knowledge of computers and comfortable with networking.

Post Applied for: “Store Keeper”

Experience:

Work as a computer operator cum computer administrator at Nathmull’s Tea Exports Intl., Darjeeling (1999-2007)

Description: *To maintain or look international and domestic order in email and dispatch to the client day by day. Typing of official letter, make invoices for courier, stock maintain, make tea folders or labels, supply new arrivals samples to our valued customer. Make announcement for new arrivals of tea in domestic and international labels 4 seasons in a year.*

Data entry for customers and also in tally.

Work as a computer operator cum despatcher at POS Dept. of Post (Sikkim), 2008-2015 (d/w).

Description: *Opening bags of Speed Post Letters, Registered Letters and Money Order in POS (point of sale software) and entry articles as per beat wise postman for delivery.*

Collect returns articles and from the counter booking entry to POS closing bags and dispatch to sorting hub head quarter. Printing of article details and submitted to Post Master or Supervisor.

**Work as a store keeper, caretaker cum supervisor at Hotel Danor (Sikkim)
2015-2019.**

Description: *Stock maintain for clothes of hotels, supervise to staffs for cleaning and housekeeping. Checking mails for hotel booking, manage vehicles for sight-seeing. Hospitality and room arrangement for customers and listen their problems and solve them.*

Hobbies & Talent:

Have a good knowledge or skill in cooking (Chinese foods) eg. MoMo(Spl.), Chowmein, Fried Rice, Soups, Manchurian, Chopsuey and Noodles (every items in difference categories veg. & non-veg.)

Courses:

IT Based Media Management (6 month) at Webel Computer Center, Darjeeling 1998.

Computer Hardware and Networking.

English Typing from Sumiran Commercial Institute, Darjeeling 1999.

Languages:

English

Hindi

Nepali