

# BINAY GAUTAM



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**Dubai – UAE**

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**Visa Status**  
**Visit Visa**

## PERSONAL INFORMATION

**Passport. NO** : 08246701  
**Date of Birth** : 22.05.1995  
**Date of Issue** : 17.12.2014  
**Date of Expiry** : 16.12.2024  
**Gender** : Male  
**Nationality** : Nepalese  
**Religion** : Hindu  
**Marital Status** : Single

## Language Known

- English
- Chinese
- Hindi
- Nepali



## Career Objective:

Seeking a responsible career where my abilities can be highly utilized in a growth-oriented and professional environment.

To achieve organizational goals and reach the pinnacle of success in the spirit of teamwork by utilizing my educational background and skills.

## PERSONAL SKILLS

- ❖ Strong interpersonal & communication skills
- ❖ Very good team managing skills & team working
- ❖ Excellent interpersonal and communication skills.
- ❖ Ability to learn and work under pressure.
- ❖ Confident and good team player.
- ❖ Ability to learn quickly and adapt to changing environments and willingness to accept responsibilities.
- ❖ Ability to deal effectively with multicultural environment

## Education:

- ❖ +2 Passed from Nepal.
- ❖ Basic Computer Knowledge. SEO Content Writing

## Professional Work Experience:

- ✚ **4 Years Worked Experience as a Front Desk at Kathmandu Resort Hotel in Nepal.**

### Duties and Responsibilities :

- Greet guests and provide them with room availability and hotel facilities information.
- Make reservations over the phone.
- Answer incoming telephone calls and provide information on hotel's services.
- Communicate with housekeeping, maintenance, and other staff.
- Perform all check-in and check-out tasks
- Manage online and phone reservations
- Inform customers about payment methods and verify their credit card data
- Register guests collecting necessary information
- Welcome guests upon their arrival and assign rooms
- Provide information about our hotel, available rooms, rates and amenities
- Respond to clients' complaints in a timely and professional manner

- ✚ **1 Year Worked Experience as a Tour Manager at Green Pineapple Adventure Travel & Tours in Nepal.**

### Duties and Responsibilities :

- Confirming Reservations
- Planning and disseminating in-depth itineraries.
- Booking transport, accommodation, and adjacent services.
- Directing visa application processes.
- Collaborating with security staff, marketers, and venue operations teams.

- ✚ **2 Years worked as a Sales at Saleways Department & Stores in Nepal**

### Duties and Responsibilities :

- Listening to customer requirements and .presenting appropriately to make sales.
- Challenging any objections with a view to getting the customer to buy
- Checking the quantities of goods on display and in stock.
- Recording sales and order information.

- As a Sales Associate key role is achieving monthly individual's target
- Keep tracking fast moving & non-moving items & maintaining stock
- Customers when they enter the store, helping customers find specific products or showing them.
- Maintain receipts, records, and withdrawals of the stockroom.
- Receive, unload, and shelve supplies.
- Perform other stock-related duties, including returning, packing, pricing, and labeling supplies

### **DECLARATION**

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I hereby declare that the particulars furnished above are true to the best of my Knowledge and belief.

**Binay Gautam**