

# Curriculum Vitae

## Position Sought

- Salesman / Sales Staff
- Service Crew / Waiter
- Office Boy

## Career Objective

To be part of organization in which qualification and experience will suit to a more challenging position and improve my capabilities.

## Professional Summary

More than 10 years' experience in a various position's such as Salesman, Service Crew and Office Boy.

## Qualifications

- Hardworking, punctual & optimistic.
- Good learning & listening abilities.
- Committed to providing excellent quality services
- Learn quickly and able to work under pressure.
- Provide excellent service and development report with customers.
- Results oriented, self-starter with experience.
- Strong understanding of currents trends in online marketing.
- Excellent communications and interpersonal skill.
- Capable in identifying and solving problems.
- Self-sufficient and independent in handling individual tasks.
- Competent in working with groups or teams.

## Professional Working Experience

- Joanna Fashion Sharjah, UAE  
**Salesman** Mar 6, 2019 to present
- Corporation Management Services Dubai, UAE  
**Office Boy** Apr 1, 2015–Dec 21, 2018
- Ansar Group of Companies Dubai, UAE  
**Salesman** Dec 29, 2013–Dec 18, 2014
- KFC Restaurant Malaysia  
**Service Crew** Jul 23, 2012–Jul 20, 2013
- Othim Supermarket Saudi Arabia  
**Salesman** May 24, 2010–Apr 23, 2012

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## Duties & Responsibilities:

- Providing accurate information (e.g. product features, pricing and after-sales services) answering customers' questions about specific products/services.
- Selling products and services using solid arguments to prospective customers.
- Performing cost-benefit analyses of existing and potential customers.
- Maintaining positive business relationships to ensure future sales.
- Sells products or services to businesses or consumers.
- Serves customers by selling products and meeting customer needs. Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
- Generating leads.
- Meeting or exceeding sales goals.
- Negotiating all contracts with prospective clients.
- Helping determine pricing schedules for quotes, promotions, and negotiations.
- Preparing weekly and monthly reports.
- Giving sales presentations to a range of prospective clients.
- Coordinating sales efforts with marketing programs.
- Understanding and promoting company programs.
- Obtaining deposits and balance of payment from clients.
- Preparing and submitting sales contracts for orders.
- Visiting clients and potential clients to evaluate needs or promote products and services.
- Maintaining client records.
- Answering client questions about credit terms, products, prices and availability.
- Office boys perform various basic administrative duties, such as serving beverages to the guests or staff, handling electronic files and papers, greeting visitors and so on. ... Coordinating the maintenance and repair of office equipment. Assisting other administrative staff in wide range of office duties.
- They have to offer water, tea and drinks to the visitors and staff, manage files and documents, and provide them to the staff when asked.
- Disseminating details through phone, fax and e-mail.
- Organizing and keeping files and handling projects.

### **Educational Attainment**

- Intermediate (+2) passed on 2010 H.S.E.B. board, Nepal
- S.L.C. passed on 2007 from C.B.S.E. board, India

### **Other Information**

- 1) Basic Computer Course
- 2) Knowledge of Inventory & stock counting
- 3) Hotel Training

- Updating consultation schedules, creating travel deals, doing word handling, basic accounting, and handling.
- Training new personnel regarding the workplace office responsibilities, when needed.
- Helping the associate, staff, or other management staff in doing their responsibilities.
- Training other co-workers in workplace to perform work well by utilizing computer applications and sustain efficiency of the workplace methods and procedures.
- Cooperating with workplace personnel to maintain proper connections and a friendly environment within the office.
- prepare and serve food, process customer payments, and provide customer service.
- Greet customers as they enter and thank them for their business as they leave;
- Ensure food safety standards are being followed;
- Prepare food according to the burger chain's specifications;
- Clean and maintain designated area during downtime;
- Take customer orders correctly and efficiently;
- Resolve customer complaints as necessary by redoing their order.
- Preparing and cooking food
- Taking food and drink orders
- Serving customers
- Meeting and greeting customers
- Operating cash registers and receive payment from customer in cash or by credit card
- Maintaining dining areas and kitchen areas, including clearing and cleaning tables, emptying trash cans, and washing or vacuuming floors
- Promoting positive guest relations
- Coordinating the maintenance and repair of devices for the workplace.
- Assisting management personnel in wide variety of workplace responsibilities.
- Collecting and distributing couriers or packages among workers and starting and searching messages.
- Delivering facsimiles and sending them, and doing any related search projects.
- Answering and forwarding phone call, and taking messages.
- Providing details to phone callers, and office visitors
- Monitoring the use of devices and supplies within the workplace.
- Dealing with inquiries or needs from the visitors and workers.
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