



SADANANDA SIGDEL

CONTACT

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📍 Dubai

KEY SKILLS

Communication Skills

Problem – Solving Skills

Adaptability

Management Skills

Decision Making Skills

Conflict Resolution

Critical Thinking Skills

Creative Thinking Skills

HardWorker

Work Under Pressure

Customer Service Skills

Leadership

CAREER OBJECTIVE

An organized and motivated employee capable of time management and working under pressure in all environments with 6 + years of experience in various fields & organization. A challenging position in a progressive organization that will utilize my talents and provides me with an opportunity for personal and professional growth. I enjoy creative problem solving and getting exposure, and I would excel in the collaborative environment on which prides itself. Capable of handling any kind of jobs in a very responsible manner. Self-motivated work ethic to perform effectively in independent or team environment. To obtain a responsible position in which my skills and hands-on experience will provide benefit to a progressive organization.

WORK EXPERIENCE

GENERAL ASSISTANCE | 2022-2023
Emirates Flight Catering
Dubai

CENTRE MANAGER | 2017-2019
Sumit Micro Finance
place

OPERATOR | 2014-2015
Production Department, Panasonic Energy
Malaysia

MARKETING MANAGER | 2012-2013
Guras Life Insurance

CASHIER | 2011-2012
New Janta Saving and Co-operative

EXTRA CURRICULAR ACTIVITIES

- ◆ Basic Computer.
- ◆ Accounting Package
- ◆ Diploma

EDUCATION

- ◆ **SSLC**
Shikshya Sadan , Dharan
2007
- ◆ **Higher Secondary (+2)**
Harikul Model Higher Secondary
2011

PERSONAL INFO

D O B : 06/08/1990
Gender : Male
Nationality : Nepali
Marital Status : Single

PASSPORT DETAILS

Passport No : PA0218918
Date Of Issue : 27/03/2022
Date Of Expiry : 26/03/2032

CITIZENSHIP DETAILS

Citizenship No : 0410311202
Place Of Issue : Jhapa

LANGUAGES KNOWN

- ◆ English
- ◆ Nepali
- ◆ Hindi

DUTIES AND RESPONSIBILITIES

- ◆ Able to train and supervise staff.
- ◆ Good with monitoring/evaluating the services their business provides, ensuring they are up to standard.
- ◆ Managing transactions with customers using cash registers.
- ◆ Scanning goods and ensuring pricing is accurate.
- ◆ Collecting payments whether in cash or credit.
- ◆ Oversee all marketing campaigns for their company or department.
- ◆ Implement strategy.
- ◆ Promote a business, product, or service.
- ◆ Ensure the company is communicating the right messaging to attract prospective customers and retain existing ones.
- ◆ Represent the marketing team to cross-functional groups including product management, sales, or customer support.
- ◆ Updating senior leadership on the progress of marketing activities and reporting on the results of campaigns.
- ◆ Fold and package clean laundry for delivery or pickup. Keep track of inventory and order supplies as needed.
- ◆ Inspect items for damage or stains, and report any issues to the supervisor. Sort and classify laundry by fabric type, color, and washing instructions.
- ◆ Ensure safe and proper usage of the cleaning equipment as also the area / equipment being cleaned.
- ◆ Shipment inspection, shipment verification, shelf maintenance.
- ◆ Housekeeping, goods loading, goods unloading, goods delivery.
- ◆ Reporting irregularities, suggesting better process approaches.

DECLARATION

I hereby declare that the above furnished information is true and correct to the best of my knowledge and belief.

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