



CURRICULUM VITAE

SHYAM KARN

EDUCATION

Higher Secondary School- Computer Science.

Advance knowledge of Computer, Hardware and Software.

WORK EXPERIENCE AND JOB

Company : Shiv-Shakti Bio-plants Company, Nepal

Position : Customer Representative **Period :** 2014-2016

Company : Secure Parking LLC, Abu Dhabi, UAE

Position : Valet supervisor /Customer Service **Period :** 2016- to 2019.(Abudhabi International Airport

Company : Currently working as a field service(Team Leader) in Al Gurg Smollan LLC.

Customer Service Duties :

- Responding appropriately to customer questions and comments.
Screening calls, and handling welfares and 'insistent' callers.
- Identify gaps in a customer's records & then collecting information to fill them in the gaps
- Assisting customers in making a decision about a product or service to buy.
- Maintain and updating customer databases.
- Keeping accurate records of discussions or correspondence with customers.
- Processing new client accounts, maintaining customer accounts, implementing changes to existing accounts, and filing documents and other paperwork.
- Undertaking general administrative duties like filing, photocopying and opening mail

Computer skills :

- MS Office Basic Knowledge
- Typing -English.
- Office, Prepare Letter, File Documents & Internet.
- Hardware and Software knowledge
- Assembling all types of computer and laptop.

PROFILE

Technology enthusiast, I believe in the growth that technology brings. It's an endless river, trying to surf the waves.

A team player who believes in time and effort brings solutions to every problem.

Problem-driven personality. More productive under work-pressure, Continuously learning.

DATE OF BIRTH

22th July 1994

CONTACT

+ 971- 55 2 130611

EMAIL : shyamkarn94@gmail.com

ADDRESS :

**Nakheel
Ras Al Khaimah , UAE**

HOBBIES

- Cricket
- Traveling
- Searching new things for Update my Knowledge

LANGUAGE KNOWN

- ENGLISH
- HINDI
- NEPALI
- MAITHILI

Personal skills :

- Strong interpersonal & communication skills
- Hard working, efficient, proficient, deal effectively with conflicts
- Reliable and responsible work ethics.
- Able to work under pressure & meet deadlines
- Very good team managing skills & Team worker

Personal Details :-

- Nationality : Nepal
- Gender : Male
- Religion : Hindu
- Visa Status : Employment Visa

Declaration :

I do hereby declare that all statements in this application are true to the best of my knowledge and belief.

SHYAM KARN