

KALAK BAHADUR PARIYAR

LIGHT VEHICLE DRIVER

OBJECTIVE

Having friendly and engaging personality with strong experience in Ground Staff, Office assistant, Sales, Inventory and Customer service experience, able to work as part of a team that dynamically works towards the growth of organization. Having valid U.A.E. Driving license.

SKILLS & ABILITIES

License No: 303258
Date of Expiry: 26/08/2021
Place of issue: Ajman

– COMPUTER SKILLS
MS-Office/Word/Excel

VITALS

Al Nuaimiya 01 Ajman UAE

+971 -055-2633547

Email - kalakbairagi@gmail.com

EXPERIENCE

ADNOC SHARJAH UAE

2014 TO 2016 SALES ATTENDANT

Perform Shift duties

Customer Service

Sales and inventory

Merchandise products

Cash and card transactions

Work in extreme weather conditions

ADNOC SHARJAH UAE

2016-TILL DATE SHIFT SUPERVISOR

Support and Monitor Sales attendant's duties

Preparing staff duty and annual leave schedules

Daily sales cash reconciliation. Prepare daily sales and monthly sales reports.

Control safety measures, health and hygiene.

Maintain good customer service, Stock movements and inventory control.

Communication (E-mail and telecommunication),

Prepare defects and incidents reports.

Stay familiar with the company price book, operations manual and bulletins.

EDUCATION

SHREE BAL BIKASH HIGHER SECONDARY SCHOOL GOLAI BAJHANG

SCHOOL LEAVING CERTIFICATE OF GOV NEPAL

COMMUNICATION

English
Hindi/Nepali
Arabic

UAE DRIVING LICENSE DETAILS

License No: 303258

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DECLARATION

I Hereby Declare That All the Above Particulars Are True and to The Best of My Knowledge and Belief. I assure you that I will execute my duties for the total satisfaction of my superiors.