









BIKASH NEUPANE

Office Boy / Waiter

Contact Me

-  0528557704
-  neupanebikash009@gmail.com
-  24a Street
Burdubai, UAE
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Social Profile

-  [linkedin.com/in/bikash-neupane-abb223239](https://www.linkedin.com/in/bikash-neupane-abb223239)
-  [facebook.com/profile.php?id=100090082347537&mibextid=zbwkw1](https://www.facebook.com/profile.php?id=100090082347537&mibextid=zbwkw1)

Other Info

Skills

Active Listening,
Communication, Computer
knowledge & Interpersonal
Skills etc.



About Me

To best utilize my knowledge and skills in your company besides gaining more experience and to improve myself in career enhancement and looking for a new and competitive working environment.



Experience

01/11/2019 -
28/2/2023

Rooted Foodstuffs Trading L.L.C |Office Boy

3 years work as a Office Boy in Rooted Foodstuffs Trading L.L.C

● Duties and Responsibilities as a Office Boy

- > Serve Tea and Coffee to Staff and office Visitor.
- > Clean office kitchen on daily basis.
- > Responsible for disposal of trash, waste, and other disposable material.
- > Monitoring the use of equipment and supplies within the office.
- > Dealing with queries or requests from the visitors and employees.
- > Documentation and filing work.
- > General computer scanning copying email work.

Languages

English, Hindi

Interest

Music, Travelling

References

I hereby declare that all above information are true to my belief and knowledge.

2018 - 2019

Amrapali Cottage And Restaurant Butwal |Waiter

1 year works as a waiter Amrapali cottage and restaurant in Butwal.

- Duties and Responsibilities as a Waiter.

- > Provide excellent customer services.
- > Always strive towards best customer satisfaction.
- > Greet customers and present menus.
- > Make suggestions based on their preferences.
- > Take and serve food/drinks orders.
- > Up-sell when appropriate.
- > Arrange table settings.

2017 - 2018

Bhat Bhateni Supermarket |Sales (stocker)

1 years works as a sales stocker Bhat Bhateni Supermarket in Butwal,Nepal.

- Duties and Responsibilities as Sales.

- > Serving customers.
- > Displaying products.
- > Overseeing deliveries.
- > Handling payments.
- > Helping with special promotions.



Education

2017 - 2019

Kalika Manavgyan Higher Secondary School, Butwal |Intermediate In Humanities