



Shyam Thapa

Date of birth: 04/03/1989 | **Nationality:** Nepalese | **Gender:** Male |

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ABOUT ME

A proactive, customer-focused personality with successful sales experience and a positive confident approach. Well-developed skills in forming trusting relationships with customers as well as quickly reacting to their needs and presenting the most apt products and services. Able to work well both in team and on own initiative, with a proven record of contributing to process improvements. Resilient and confident, work well under pressure.

WORK EXPERIENCE

20/12/2010 – CURRENT Jeddah, Saudi Arabia

SALES WORKER SAUDI ARAB MARKETING COMPANY

As a sales worker my day-to-day tasks are:

- * Proper handling and displaying of all goods in shelves via FIFO/ FEFO.
- * Regularly replenishing and refilling the goods that is for sale on the shelves.
- * Checking the expiries, shelf labels tags and quality of the goods.
- * Checking and placing the missing prices on the shelves.
- * Preparing orders for all short and missing items in shelves by following its proper item code.
- * Helping all customers to reach out their goods and inquiries.
- * Coordinating with the teams and keeping the selling area clean at all time.

20/12/2010 – CURRENT Jeddah, Saudi Arabia

CASHIER SAUDI ARAB MARKETING COMPANY

As a cashier my day-to-day tasks are:

- * operating the cash counters, receive payments from customers, issue receipts and return change due.
- * Scanning goods and ensuring the price is accurate.
- * Collecting all payments whether cash, credit or in coupons.
- * Refunding and returning all the cancellations by using special cancel key in presence of supervisor & manager.
- * Closing the checkouts and separating all the cash, coupon and credit reports.
- * Preparing whole day reconciliation reports.
- * Maintaining the cash check out counters clean and tidy at all time.

EDUCATION AND TRAINING

2004 – 2006 Bhairahawa, Nepal

INTERMEDIATE IN COMMERCE Bhairahawa higher secondary school

Address Bhairahawa, 32900, Bhairahawa, Nepal | **Website** www.nepal.gov.np

2001 – 2002 Bhairahawa, Nepal

COMPUTER SOFTWARE Institute of software solution

Address Bhairahawa, 32900, Bhairahawa, Nepal

LANGUAGE SKILLS

Mother tongue(s): **NEPALI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1
ARABIC	C1	B1	C1	C1	A1
KOREAN	A1	A1	A1	A1	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft Word | Microsoft Excel | microsoft word | PowerPoint | Gmail | Internet user