



Sajan Sharma

+971542966356

sajansharma4990@gmail.com

Jebel Ali, Dubai , United Arab Emirates. Home Address: Mirik,
Darjeeling, West Bengal,India

OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

2018 -
2019

- **Sales associate**

Big Bazar (Pantaloons)

Responsibilities: Greetings Customer, Assisting customer related to the products, Helping with order and payment, KPI performance on monthly basis, Adhering to Company SOP and policy, Merchandise of Product based on Consumer behaviour.

2019 -
2022

- **Project Supervisor**

Siliguri Greater Lions Eye Hospital

Responsibilities: Administration of the Clinic Operation , Handling eye health project, Co ordination with different organisation, reporting on daily and monthly basis , Data Entry in CRM , Optical Store sales , Billing, Referring patients to designated Chambers, Following up with post operated patients, Counseling.

Nov 2022
- Present

- **Customer service.**

Global village, Dubai

Duties include: Working in Standard operating Procedure, Providing Safety, Standard and Service to the guest, insuring height, weight and the ride instructions to Guest, Breifing with managers, Solving Guest queries, postive interaction with staffs and team , attending different training with department like HSE, Carnaval and Management.

EDUCATION

2019

- **Bachelor's in Arts**

University of North Bengal

SKILLS

Certificate in computer applications,Tally Graduate(Erp9)

80%

ACTIVITIES

- Singing, Treking, Gardening, Cooking, Indoor games.

LANGUAGES

- English, Hindi, Nepali

PERSONAL DETAILS

- Date of Birth : 25/07/1998
- Marital Status : Single
- Nationality : Indian