



# SHAUGAT GURUNG

Al Anab St,Central District Alain AbuDhabi UAE  
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## Objective

Hard-working, goal-oriented, and a team player seeking an opportunity to incorporate my skills and put them to use. Looking for an entry-level position to kickstart my career in business intelligence and utilize my skills while building upon my knowledge.

## Experience

- Hotel Satkar,(Nepal)** 13 July 2020 - 27 August 2022  
Server
  - Arranges tables, chairs, plates and table settings as prescribed.
  - Obtains current information regarding soup of the day and lunch special, as well as menu items not available for the day.
  - Receives, smiles, greets and ushers guests to table.
  - Presents menus and answers all questions regarding food and drink items.
  - Removes excess table settings when customers are seated.
  - Takes and repeats customers' orders and helps in selecting food items as necessary.
  - Suggests and promotes specialty of the house, promotions and seasonal products.
  - Makes sure orders are served promptly to customers and attends to additional orders and requests.
  - Clears dirty dishes and merchandise additional menu items, including dessert, coffee, tea, etc.
  - Presents guest checks or chits, receives payments and remits payments to the cashier.
- The Karnali Super Mart (Shurkhet,Nepal)** 15 October 2022 - 05 April 2024  
Sales Assistant
  - Greets customers upon entering the store.
  - Assists customers in locating specific products.
  - Answers inquiries.
  - Directs customers to the manager for decisions out of their hands.
  - Replenishes product inventory.
  - Cleans the store.
  - Assists cashiers.
  - Tracks and reports record of sales.

## Education

- Laxmi Secondary School, Ratikhola Dailekh,Nepal** 2020  
Intermediate [High School Diploma]  
High School Diploma

## Skills

- Quick Learner
- Self-Motivated
- Positive Attitude
- Friendly
- Work under pressure
- Focus on work

## Additional Information

Date of Birth:13 July 2003

Passport Issued Date:5 August 2022

Passport Expired Date: August 2032

Visa Status:Visit Visa