



BIMAL SUNUWAR

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🏠 Al Ain, UAE

CAREER SUMMARY

Dedicated and customer-focused professional with over 10 years of diverse experience in retail operations, team supervision, and education. Proven ability to deliver excellent customer service, manage daily sales transactions, and maintain inventory accuracy in high-paced retail and fuel station environments. Skilled in team coordination, training, and ensuring compliance with safety and operational standards. Strong background in secondary-level mathematics instruction with a talent for personalized student support and curriculum delivery. Adept at multitasking, problem-solving, and fostering productive work and learning environments. Committed to continuous improvement and exceeding performance targets.

WORK EXPERIENCE

SALES ATTENDANT

2022 – PRESENT

ADNOC DISTRIBUTION COMPANY, UAE

- Warmly welcome customers and provide friendly, efficient service to ensure a positive experience.
- Assist customers in selecting products, offering information and suggestions based on their needs.
- Operate the cash register, handle transactions accurately, and issue receipts promptly.
- Maintain cleanliness and organization of the sales area, shelves, and displays.
- Replenish stock, ensure proper product rotation, and monitor expiry dates.
- Keep updated on product knowledge to confidently answer customer inquiries.
- Promote ongoing offers, new products, and loyalty programs to increase sales.
- Support in receiving, unpacking, and storing merchandise deliveries.
- Handle customer complaints or issues with patience and professionalism, escalating when necessary.
- Follow company policies, safety procedures, and hygiene standards at all times.

ACTING SUPERVISOR (CASHIER)

2016 - 2020

WOQOD FUEL COMPANY, QATAR

- Supervised day-to-day fuel station operations, ensuring smooth service and staff coordination.
- Handled cashier duties including accurate billing, cash handling, and daily sales reconciliation.
- Provided guidance and support to team members, promoting a positive and efficient work environment.
- Delivered excellent customer service by addressing inquiries and resolving complaints promptly.
- Maintained stock levels and ensured timely ordering and restocking of items.
- Prepared and submitted daily reports on sales, inventory, and shift activities.
- Trained new staff on cashier procedures, customer interaction, and company policies.
- Monitored compliance with safety, cleanliness, and operational standards.
- Assisted with staff scheduling and shift planning to ensure full operational coverage.

TEACHER OF MATHEMATICS SECONDARY LEVEL

2011 - 2015

VYAS DIVYA JYOTI BOARDING SCHOOL, NEPAL

- Planned and delivered engaging mathematics lessons tailored to students' academic levels and learning styles.
- Assessed student progress through classwork, tests, and assignments, providing constructive feedback.
- Supported students individually to help them overcome learning challenges and build confidence in math.
- Collaborated with colleagues and parents to create a positive and supportive learning environment.

EDUCATION

INTERMEDIATE IN COMMERCE MANAGEMENT	2012
PARASHAR COLLEGE, TANAHUN, NEPAL	
SECONDARY LEVEL	2008
VYAS SCHOOL. TANAHUN, NEPAL	

KEY SKILLS

- Cash Handling & POS Operation
 - Inventory Management
 - Sales & Promotions
 - Team Supervision & Scheduling
 - Customer Service Management
 - Mathematics Instruction & Assessment
- Communication Skills
 - Problem-Solving
 - Leadership
 - Adaptability
 - Attention to Detail
 - Team Collaboration

LANGUAGES

English, Arabic, Hindi & Nepali

PERSONAL DETAILS

Date of Birth : 29/08/1992
Nationality : Nepal
Visa Status : Employment

COMPUTER SKILLS

- MS Word
- MS Excel
- MS PowerPoint

DECLARATION

Hereby declare that all the details mentioned above are in accordance with the truth and fact as per the knowledge and belief.

BIMAL SUNUWAR