

# DECHEN NORBU

## CAREER OBJECTIVE

Being in leadership position in both lower and higher school made me understand the varying nature of human and how to face multiple challenges accordingly. Possess strong mentality along with good communication skills and superb team coordination. Enthusiastic, responsible, reliable, self-motivated and hard working person with excellent time keeping skills. Currently seeking for a position in a challenging organization where I will be able to contribute my accurate skills with a dynamic team geared towards the realization of the organizations strategic short term and long term goals

## Working Experience

### ➡ Cashier- Cousin Restaurant and Cafe - Bhutan ( 2 Years )

#### Duties & Responsibilities

- Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations.
- Operating scanners, scales, cash registers, and other electronics.
- Balancing the cash register and generating reports for credit and debit sales.
- Processing refunds and exchanges, resolving complaints.
- Bagging or wrapping purchases to ensure safe transport.

### ➡ Salesperson - Yangki Sales - Bhutan (1 Year)

#### Duties & Responsibilities

- Greet customers.
- Help customers find items in the store.
- Check for stock at other branches or order requested stock for customers.
- Provide customers with information about items.
- Ring up purchases.
- Elevate complaints to management.

### ➡ Waiter - Le - Meridian Hotel - Bhutan - ( 2 Years )

- Greet customers and hand out menus.
- Take meal and beverage orders from customers and place these orders in the kitchen.
- Make menu recommendations and inform patrons of any specials.
- Deliver meals and beverages to tables when they have been prepared.
- Check that customers are satisfied with their meal.

## Declaration

I hereby declare that all statements in this resume are true, complete and correct to the best of my knowledge and belief.



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## PERSONAL INFORMATION

Gender : Male  
Nationality : Bhutan  
Date of birth : 03-03 -1998  
Visa status : Visit visa  
Languages : English  
Intermediate Hindi  
Passport No : G142354  
Passport Expiry : 09/11/2030

## EDUCATION

- Diploma in Language and Communication Skills

## PERSONAL SKILLS

- Data entry
- Staff management
- Organization skills
- Teamwork and collaboration
- Leadership skills
- Excellent communication skills.
- Customer service
- Up- selling
- Decision - making