



dchoden655@gmail.com



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Dubai Silicon Oasis 341041



7th January, 2001



Bhutanese

EDUCATION

A-Levels: Financial
Management and Tallying
**Thimphu Institute of
Management**, Thimphu,
Bhutan

Certificate of Higher Education:
Arts
**Nganglam Higher Secondary
School**, Bhutan, Bhutan

LANGUAGES

English C2
Proficient

Hindi C1
Advanced

Nepali B1
Intermediate

DAWA CHODEN

PROFESSIONAL SUMMARY

Energetic employee well-versed in strong communication and organisation skills. Seeks solutions to problems and applies extensive analytical knowledge to findings. Adept at multi-tasking, leading group discussions and managing projects. Dynamic seller focused on delivering highest standards customer service. Thinks critically with can-do attitude for successful retail operations.

SKILLS

- Energetic self-starter
- Self-motivated
- Outgoing and enthusiastic
- Customer service
- Results-orientated
- Customer service oriented
- Excellent teamwork
- Flexible worker

WORK HISTORY

February 2023 - January 2024

Viva Supermarket - Retail sales associate, Dubai

- Championed highest level of professionalism and expertise in communication and teamwork.
- Monitored display stock levels, replenishing for consistently well-stocked sales floor.
- Maintained display and organisation of department based on visual merchandising guidelines.

October 2020 - December 2021

Indo Mall - Cashier, Thimphu, Bhutan, Bhutan

- Completed opening and closing procedures each day.
- Helped meet business needs by working extra shifts.
- Used cash registers and POS systems to request and record customer orders and compute transactions.

March 2019 - January 2021

The Village Lodge - Receptionist, Thimphu, Bhutan, Bhutan

- Answered and helped resolve enquiries from clients, vendors and general public.
- Delivered front of house duties with warm and professional manner.
- Kept reception area clean and neat to give visitors positive impression of the company.