



Suraj Sedai

Date of birth: 17/11/1990 | **Nationality:** Nepalese | **Gender:** Male | **Phone number:** (+971) 545915876 (Mobile) | **Email address:** Suraj.sedai41@yahoo.com | **LinkedIn:** <https://www.linkedin.com/in/suraj-sedai-680ab9112/> |
Address: Al Khan, Sharjah , United Arab Emirates (Home)

● ABOUT ME

To enhance and provide a better quality of services, secure a challenging position that will capitalize on my experience, and support the organization in its goals and endeavors.

● WORK EXPERIENCE

12/2022 – CURRENT Dubai, United Arab Emirates

FOLLOW UP CLERK NASEEBO PORTAL CO.

- Welcome clients and offer them refreshments.
- Transcribe, record, fax, and file documents.
- Maintain filing, database systems, and inventories.
- Operate office equipment such as photocopiers and fax machines.
- Communicate with clients and employees, and respond to any queries or complaints.
- Sort and forward incoming mail and emails, and prepare and send outgoing mail.
- Book and prepare meeting rooms and ensure that refreshments are made available.
- Book flights and accommodation as required.
- Coordinate activities and disseminate information to office staff.

10/2015 – 02/2017 Abu Dhabi, United Arab Emirates

CAMP BOSS ARMADA GENERAL CONTRACTING LL C

- Worked as a marketing person with delivery in Cocoriva
- Assist with numerous banking transactions
- Developing and implementing camp policies and procedures
- Supervising and training camp staff
- Maintaining a safe and enjoyable environment for campers
- Ensuring health and safety regulations are adhered to
- Managing budgets and resources
- Organising and coordinating camp activities
- Monitoring and evaluating camp performance
- Liaising with parents and other stakeholders
- Maintaining accurate record-keeping

08/2012 – 01/2015 Dubai, United Arab Emirates

SECURITY GUARD ARKAN SECURITY MANAGEMENT SOLUTION

- Ensure that guests sign in upon arrival and exit.
- Make guests aware of rules that must be adhered to.
- Remove trespassers or unwanted individuals from the property.
- Contact the relevant authorities if a crime is committed or an accident occurs.
- Report to supervisors regularly.
- Record any suspicious activities to the supervisor.

● DRIVING LICENCE

Driving Licence: B | 03/11/2014 – 10/11/2029

● **EDUCATION AND TRAINING**

Dubai, United Arab Emirates

CERTIFICATE OF THEORY AND PRACTICAL DRIVING COURSES UAE Driving License

Dubai , United Arab Emirates

CERTIFICATE OF PROBATION COMPLETE FROM EJADAH ASSET MANAGEMENT GROUP Ejadah Asset Management Group

Damak, Nepal

SCHOOL LEAVING CERTIFICATE Shree Makalu Secondary English School

● **DIGITAL SKILLS**

Microsoft Excel | Microsoft Word | Outlook | Good listener and communicator | Google Drive | Microsoft Office | Social Media | Microsoft Powerpoint

● **LANGUAGE SKILLS**

Mother tongue(s): **NEPALI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
HINDI	C2	C2	B2	B1	B1
ENGLISH	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user