



HARI BAHADUR KARKI

Dubai, UAE

Apply For: Sales

CONTACT

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PERSONAL PROFILE

- Date of Birth : 07-02-1997
- Nationality : Nepal
- Religion : Hindu
- Gender : Male
- Marital Status : Married
- Passport No : 10911361
- Date of Issue : 17/05-2018
- Date of Expiry : 16/05/2028
- Visa Status : Visit Visa

EDUCATION QUALIFICATIONS

B COM (Accounting & Finance)

COMPUTER SKILLS

1. PGDCA (Post Graduate Diploma in Computer Application)
2. Office Management (3 Months)
3. Diploma in Accounting and Finance (6Months)

LANGUAGE

- ✓ English
- ✓ Hindi
- ✓ Nepali

CURRICULUM VITAE

OBJECTIVES

Seeking an increasingly responsible for a position in an organization where I can obtain career development and efficiency. And to work in a challenging environment where my qualification, experience and dedication can be utilized for the prospects of the organization.

WORK EXPERIENCE

- **03 Years worked as a Customer Service with CONCORDIA DMCC in Dubai, UAE**

Responsibilities & Duties:

- Manage large amounts of incoming phone calls
- Generate sales leads
- Identify and assess customers' needs to achieve satisfaction
- Build sustainable relationships and trust with customer accounts through open and interactive communication
- Provide accurate, valid and complete information by using the right methods/tools
- Meet personal/customer service team sales targets and call handling quotas

- **01 Year worked as a Counter Sales with Orra Fine Jewellery in Bangalore, India**

Responsibilities & Duties:

- arranging displays of jewellery, clocks, watches and silverware in the shop
- discussing what the customer wants and choosing suitable items
- arranging different methods of payment: cash, credit and debit cards or by instalments
- examining pieces of jewellery and quoting a value
- repairing, adjusting and cleaning jewellery
- carrying out stock control duties
- Specialising in one particular area, such as diamonds or watches.

- **01 Year worked as a Housekeeping Team Leader with EFS Facility Management in Dubai, UAE**

Responsibilities & Duties:

- Safety requirements
- Inventories stock to ensure adequate supplies
- Perform additional duties as assigned
- Providing training to the housekeeping staff
- Order cleaning supplies
- Effectively handle guest complaints

- **01 Year worked as a Sales with NFLR Supermarket in India.**

Responsibilities & Duties:

- Greet and direct customers
- Provide accurate information (e. g. product features, pricing and after-sales services)
- Answer customers questions about specific products/services
- Conduct price and feature comparisons to facilitate purchasing

SKILLS

- ✓ Good liaison with all other department members
- ✓ Able to work in team and willing to put up to team
- ✓ Time management. Problem-solving.
- ✓ Customer Service. Teamwork.
- ✓ A good head for heights. Practical and teamwork skills.

DECLARATION

I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge.