



## HARI BAHADUR KARKI

Dubai, UAE

### CONTACT

Mob: +971566203804

Email: hchetry0702@gmail.com

### 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 : Cancel 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 KNOWN

- ✓ 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(2021 - 2024)**

#### Responsibilities & Duties:

- Manage large amounts of incoming phone calls
- Resolving issues and handling customer complaints
- 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 Reception with EFS Facility Management in Abu Dhabi, UAE (2019 - 2020)**

#### Responsibilities & Duties:

- Greet and welcome guests as soon as they arrive at the office
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries

- **01 Year worked as an Office Assistant with EFS Facility Management in Dubai, UAE (2020 - 2021)**

#### Responsibilities & Duties:

- Organize office and assist associates in ways that optimize procedures
- Sort and distribute communications in a timely manner
- Schedule and plan meetings and appointments
- Maintain trusting relationships with suppliers, customers and colleagues

- **Worked as a HR Assistant with Emirates Resources LLC, Dubai,UAE (April 2024 to till now)**

#### Responsibilities & Duties:

- Assisting with day to day operations of the HR functions and duties
- Provide clerical and administrative support to HR executives
- Compile and update employee records (hard & soft copies)
- Dealing with employees request regarding HR rules & regulations
- Properly handle complaints & grievance procedures
- Coordinate communication with candidates & schedule interviews
- Conduct initial orientation to newly hired employees

### 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.