



JEEVAN DHAKAL

PERSONAL SUMMARY

A dedicated and reliable professional with extensive experience in logistics, driving and messenger services. Skilled in efficient route planning, timely deliveries and maintaining excellent Customer satisfaction, Known for strong organizational abilities, attention to detail and s commitment to safety. Adept a handling diverse task, including transportation, inventory management and communication, ensuring smooth operation in a fast-paced environments. A motivated individual who thrives a dynamic role, consistently meeting deadlines and exceeding expectations.

Keen to find a challenging position within a successful and dynamic organization where I will be able to continue to develop my selling and leadership skills.

PERSONAL DETAILS

- Jeevan Dhakal
- Abu Dhabi
- M: 971-569037658
- E-mail:
- Jeevandhakal08@gmail.com
- DOB: 01/03/1991
- Marital Status - Married
- Nationality: Nepalese
- Passport No – PA2915450
- Visa Status: Employee Visa

Skills

- Effective problem-solving skills
- High levels of courtesy & professionalism.
- Decision making.
- Manpower scheduling.
- Ability work as a team.
- Good interpersonal communication.
- Proficiency in Microsoft office, Excel.

PERSONAL SKILLS

- Organizing
- Natural leadership skills
- Communication
- Planning
- Interpersonal skills

WORK EXPERIENCE:

Service Mark by (Smile), Abu Dhabi, UAE

Messenger

May, 2023 - Till date

- Deliver packages, documents and messages to designated recipients promptly and securely.
- Collect items from specified location and ensure safe transport.
- Ensure items are handled with care and delivered in excellent condition.
- Verify the accuracy of delivery contents before transportation.
- Communicate professionally and courteously with clients to ensure satisfaction.
- Conduct routine inspections and maintenance of the delivery vehicle.
- Report any vehicle issues or repairs needed to the supervisor.

Drops Wholesaler L.L.C. Abu Dhabi, UAE

Merchandiser

October, 2022 – March 2023

- Monitoring sales and identifying any losses or stock wastage.
- Stocking sales floor shelves and creating attractive product displays.

UAE Driving License

.Number - 2405027

Type - Light Vehicle

Issue date – 21/10/2017

Expire date - 18/09/2029

Place of Issue- Abu Dhabi

Language Known

- English
- Hindi
- Malaya

Education Background

Secondary School Education
(2007)

Shree Janta Higher Secondary
School, Nepal

- Ensure that stores, shelves or websites are stocked with the right types and quantities of products ensuring FEFO.

Noon Express owned by Noon AD Holding Abu Dhabi, UAE

Logistic Assistant

December, 2019 – September 2022

- Support in a logistics unit for systematic arrangement of delivery.
- Support to the Team leader and supervisor in all aspects of warehouse operations.
- Supervise and partake in loading/unloading trucks when shipments are received or going out.

Arabia Taxi Abu Dhabi, UAE

Taxi driver

August 2017 – August 2019

- Provide professional and courteous service to all passengers.
- Coordinate with dispatchers, customer service representatives, office personal and customers.

Super Food Technology SDN BHD - Johorbahru, Malaysia.

Logistic Panel Operator

March 2010 – April 2016

- Planning shipment based on product availability and customer request.
- Tracking orders to ensure timely deliveries.

