



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 a commitment to safety. Adept at handling diverse tasks, including transportation, inventory management and communication, ensuring smooth operation in a fast-paced environments. A motivated individual who thrives in 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.

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.

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 to work as a team.
- Good interpersonal communication.
- Proficiency in Microsoft office, Excel.

PERSONAL SKILLS

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

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

