

# RESUME



**MANOJ THAKUR**

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## **CAREER OBJECTIVES:-**

To obtain a challenging job in productivity conscious workplace and perform to the limits of my potential, likewise elevate with a company recognized in its respective field or industry and contribute to the organizations success.

## **PERSONAL ATTRIBUTES:-**

- ✚ Greeting customer politely.
- ✚ Leadership & Professional, capacity to learn quickly.
- ✚ Perform well under pressure.
- ✚ Ability to maintain a hygiene environment.
- ✚ Good organizational & time management skill.
- ✚ Ability to perform task in a quick and efficient manner.
- ✚ Basic knowledge in computer.
- ✚ Ability to conduct multiple task and work under pressure.
- ✚ Mature, Positive and professional attitude.
- ✚ Open to new ideas and work well with others.

## **WORKING EXPERIENCE:-**

- ✚ **POSITION : Sales Associate**
- ✚ **COMPANY : Qasr Al-Najah**
- ✚ **YEARS : 10<sup>th</sup> October 2022 to Present.**



























## **WORKING EXPERIENCE:-**

- ✚ **POSITION : Sales Associate**
- ✚ **COMPANY : Prince Potato**
- ✚ **YEARS : 22<sup>nd</sup> September 2018 to 05<sup>th</sup> October 2022.**





## **WORKING EXPERIENCE:-**

- ✚ **POSITION : Sales Associate**
- ✚ **COMPANY : Hyper City Market at Bhopal India.**
- ✚ **YEARS : 3 Years.**

## **DUTIES & RESPONSIBILITIES:-**

-  Show up on time, well groomed and in uniform.
-  Develop constructive and cooperative working relationships with others.
-  Understand the importance of working as a team.
-  Operating the tills, including cashing up and completing paper work at the start and end of shift.
-  Assisting customers in the selection and purchase of items.
-  Completing sales sheets at the end of the day.
-  Ensuring that the shop counter is always manned.
-  Processing cash and credit card transactions accurately & efficiently.
-  Managing the till, taking money from customers and hanging out receipts.
-  When required wrapping up purchased items for customers.
-  Following policies & procedures relating to cash & stock handling.
-  Checking the inventory listing with actual stock on the shop shelves and reporting and discrepancies to managers.
-  Keeping merchandise orderly and neat in appearance.
-  Handling customers complaints in a professional and diplomatic way
-  Keeping the shop floor clean and tidy at all times.
-  Setting up promotional displays.
-  Organizing promotional events.
-  Attending training sessions.
-  Promoting the shop and its products at every opportunity.
-  Daily tracking and reporting to the shop manager.
-  Highlighting special promotions to customers.
-  Restocking the sales areas.
-  Giving expert advice to customers regarding products.
-  Cleaning the shop, hovering, polishing etc.
-  Moving large amounts of stocks and merchandise around the shop
-  Thanks guest for visiting.

### EDUCATIONAL ATTAINMENT:-

 **SCHOOL** : **Nepal Government School Completed in 2009.**  
 **COURSE** : **Higher Secondary Education Completed in 2011.**  
 **COURSE** : **BE in Civil Engineering Completed in 2015.**  
 **EXTRA COURSE** : **Diploma in Computer Applications.**

### PERSONAL INFORMATION:-

**NATIONALITY** : **NEPAL**  
**DATE OF BIRTH** : **30<sup>th</sup> July 1993**  
**MARITAL STATE** : **MARRIED**  
**LANGUAGE** : **ENGLISH, HINDI, NEPALI, ARABIC.**  
**PASSPORT EXPIRY** : **31<sup>st</sup> March 2026**  
**VISA STATUS** : **RESIDENCE.**  
**VISA EXPIRY** : **17<sup>th</sup> October 2024.**

I hereby declare that all the information mentioned above is true to my best of knowledge and belief.

**MANOJ THAKUR.**