



MILAN KHATRI

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milankhatri217@gmail.com

Personal Details:

Date of Birth : 26 AUG 2000

Gender : Male

Nationality : Nepalese

Marital Status: Single

Language : English, Hindi & Nepali

Passport Details:

Passport No. : PA0744075

Date of Issue : 13 SEP 2022

Date of Expiry: 12 SEP 2032

Visa Status : Visit Visa

Additional Skills:

1. Patience
2. Attentiveness
3. Emotional intelligence
4. Ability to communicate clearly
5. Problem solving skills
6. A methodical approach

PROFILE SUMMARY:

A well mannered, articulate and conscientious sale assistant who can communicate to customers on all levels. Smart and presentable with an ability to work as part of a team or individually to deliver and maintain a high standard of service in every aspect of a retail shop. Possessing the necessary enthusiasm, drive and motivation required to achieve maximum sales.

Looking for a new and challenging positin, one which make the best use of of my skills and experience and my career development.

WORK EXPERIENCE:

ROOM SERVICE SUPERVISOR

JUL 2018 - JUL 2019

Hotel Harejhon, NEPAL

SALE ASSISTANT

OCT 2019 - 2022

Bhatbhateni Hypermarket, NEPAL

Key Responsibilities:

- > Approaching customers and helping them with their needs.
- > Assisting the management team in maximizing the stores sales and profitability.
- > Operating the till systems, including cashing up.
- > Describing or demonstrating in detail a product and its benefits to customers.
- > Assisting customers with their enquiries.
- > Putting up posters and promotional material for sales etc.
- > Maintaining the cleanliness of the retail shop at all times.
- > Completing all necessary paper work at the start and end of shift.
- > Replenishing stock on shelves.
- > Identify trends in complaints and highlight to the relevant managers.
- > Processing payments of various kinds, including cash, cheques and credit cards.
- > Dealing politely with customer complaints and resolving them.
- > Keeping the store organized & maintaining an uncluttered environment.

EDUCATION:

> +2 (INTERMEDIATE), NEPAL

> S.L.C. FROM NEPAL

SKILL

- > Delivering exceptional customer service.
- > Having a team-oriented approach to working.
- > A proven track record of driving sales.
- > Excellent customer care skills.
- > Track record of achieving agreed retail objectives.
- > Can work efficiently and accurately in a fast paced service driven environment.

REFERENCE

- > Available upon request

DECLARATION

I hereby certify that the above mentioned Statement is correct & true to the best of my knowledge & belief.