



Muskan Gurung

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PERSONAL INFORMATION

Date of Birth : 11/04/1998
Passport No. : 10055884
Place of Issue : Nepal
Date of Issue : 25/10/2016
Date of Expiry : 24/10/2026
Gender : Male
Nationality : Nepalese
Marital Status : Married
Visa Status : Employment

LANGUAGES KNOWN

- English
- Nepali
- Hindi

SUMMARY STATEMENT

Looking for a suitable opportunity to lead and perform with a team of professionals, where I can explore all my skill sets and bring them to effective use for achieving the organizational objective by providing the clients and customers with professional and effective service to achieve organizational goals and reach the pinnacle of success in the spirit of teamwork by utilization of educational background and skills.

STRENGTHS

- Strong interpersonal and communication skills.
- Excellent team management abilities and a team player.
- Detail-oriented and highly organized approach.
- Quick learner and adaptable to change.

PROFESSIONAL WORK EXPERIENCE

Working as an Operation Team Member at Aramex, Dubai for 5 years.
(25/10/2018 - Present)

Duties and Responsibilities:

- ❖ Planning & supervision of work.
- ❖ Scanning, sorting, arranging, and delivery of packages safely to the customer in the mentioned timeframe.
- ❖ Perform security checks on contractors taking out shipments from the warehouse.
- ❖ Perform damage shipment consolidation and repair of package.

Worked as a Sales Boy in Chinese City Supermarket Abu Dhabi for 1 year. (01/10/2017 - 01/10/2018)

Duties and Responsibilities:

- ❖ Assisted customers with product selection, providing excellent service.
- ❖ Demonstrated in-depth knowledge of products, features, and pricing.
- ❖ Maintained attractive and organized product displays.
- ❖ Achieved or exceeded sales targets through effective upselling.

Worked as a Kitchen Helper at Charcoal BBQ Restaurant & Hotel in Pokhara, Nepal for 2 years. (01/04/2015 - 01/04/2017)

Duties and Responsibilities:

- ❖ Prepared food following recipes and instructions.
- ❖ Maintained kitchen cleanliness and organization.
- ❖ Managed inventory and restocked supplies.
- ❖ Assisted during busy service hours with plating and timely delivery.
- ❖ Collaborated with team members, following instructions and promoting positive work.

EDUCATION

- **Higher Secondary Education in Hotel Management** from Little Step Higher Secondary School.
- **Secondary Education** from Alpha Boarding School, Pokhara, Nepal.

DECLARATION

I hereby declare that the particulars furnished above are true to the best of my knowledge & belief.

Applicant
Muskan Gurung