



NABIN MALLA

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Dubai, UAE

PERSONAL INFORMATION:

Nationality: Nepalese
Date of Birth: 02 Jan 1998
Gender: Male
Marital Status: Single
Language: English, Hindi, Arabic, Nepali.

PASSPORT INFORMATION:

Passport No: BA0170646
Passport Expiry: 07 Aug 2033
Visa Status: Employment Visa

SKILLS:

- Ms word
- Ms excel
- Excellent Communication Skills
- Fast learner
- Food Safety
- Food service
- Fixing Internet
- Wi-Fi Cable
- Repairs Ac Problem And
- Fixing Computer Issues
- Re-Setting Wi-Fi Router

OBJECTIVE:

Seeking for any Suitable job with an organization of good work culture & reputation, which demands the best of my capabilities and which can really guide me in broadening and enhancing my current skills to the best possible level, thereby contributing myself to the growth of organization.

EDUCATION:

- ❖ Higher Secondary Certification
- ❖ Diploma of Hotel Management in Nepal

EXPERIENCE:

❖ Sales Assistant 2021-2024

- Centro, Burjuman, Dubai, UAE.
 - Greet customers.
 - Answer customers' questions.
 - Look for stock requested by customers.
 - Keep the stock room organized.
 - Pack shelves neatly.
 - Create attractive displays.
 - Elevate customer complaints to the manager.

❖ Concierge 2019-2021

- Marina Scape Avant tower – Dubai, UAE,
 - Greeting guests/customers.
 - Manage guest/customer complaints.
 - Taking messages.
 - Managing mail, luggage and deliveries.
 - Perform basic administrative/secretarial/reception duties.
 - Running errands to assist guests.
 - Arranging transportation and excursions upon visitor request.

❖ Warehouse assistant 2017-2019

- Awok.com - DIP 2, UAE.
 - Receiving incoming merchandise and verifying that they are undamaged and of sound quality.
 - Weighing and counting received items.
 - Assisting warehouse staff in retrieving specified merchandise from storage as per the delivery or shipping orders.
 - Preparing merchandise for delivery or shipping by packaging and labeling them accordingly.
 - Moving all outgoing merchandise to the delivery area.
 - Ensuring that all merchandise is properly secured in the delivery vehicles to prevent damage during transit.
 - Maintaining accurate records of all incoming and outgoing merchandise.

DECLARATION:

I hereby declare that the above furnished details are correct to the best of my knowledge.

NABIN MALLA