



NABIN SHARMA



Profile

Secure a responsible career opportunity to fully utilize my experience and skills, while making a significant contribution to the success of the company.



Personal Information

Date of birth: 15/10/1992
Nationality: Indian
Address: Dubai, United Arab Emirates
Phone number: +971-582932135
Email address: nabinsharma626@gmail.com
Visa: Visit Visa



Work Experience

Worked as a Counter sales/Assistance
Supervisor in GYMA FOOD INDUSTRIES
LLC(BAYARA)DUBAI From 19/09/2017 to 18/09/2019

Job Responsibilities:

- Planning and developing merchandising strategies.
- Analyzing sales figures, market trends and customer behavior to determine product needs.
- Stocking sales floor shelves and creating attractive product displays.
- Determining the need for and implementing product promotions, price changes, mark downs, clear outs, etc.
- Achieving monthly targets.
- Receiving deliveries and acknowledging documents. Checking the attendance of my colleagues.
- Updating the sales product to MS Excel.

Worked as a SECURITY
GUARD in Dubai. (UNITED SECURITY
GROUP LLC) from 25/05/2021 to
25/05/2023.

Job Responsibilities:

- Ensure that guests sign in upon arrival and exit.
- Make guests aware of rules that must be adhered to.
- Remove trespassers or unwanted individuals from the property.



Work Experience

- Handle customer inquiries both telephonically and by email
- Manage and resolve customer complaints
- Provide customers with product and service information
- Enter new customer information into the system
- Process orders, forms, and applications
- Identify and escalate priority issues
- Document all call information according to standard operating procedures
- Produce call reports
- Criminal Justice Knowledge.
- Communication.
- Coordination.



Core Skills

- Good proficiency and navigation skills around a PC – also now including the internet
- Excellent keyboard skills – as they usually have to input data into a system
- Good telephone manner with a clear speaking voice – as most of their work will be done over the telephone
- Good communication skills and the ability to build rapport with the customer
- Ability to work well in a team



Languages & Computer

English
Hindi

Nepali

Bengali

MS-Office/Word/Excel



Education

INDIA
Higher Secondary
Birpara High School