



NAVINGURUNG

CUSTOMER SERVICE

CONTACT

- +971 58 1699131
- navingurung917@gmail.com
- Muwaila , Sharjah
- UAE

EDUCATION

- 2009
TRAINING INSTITUTE
 - Basic Diploma Computer
 - F& B Training
- 2007
JANATA HS SCHOOL
 - higher secondary school
- 2006
NARAYANI BOARDING, NEPAL
 - School Leaving Certificate

SKILLS

- Communication Skills
- Problem Solving
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Multitasking Ability

LANGUAGES

- English (Fluent)
- Hindi (Fluent)
- Nepali (Basics)

PROFILE

Dedicated and customer-focused professional with over 5 years of experience in delivering exceptional customer service in fast-paced environments. Skilled in handling customer inquiries, resolving complaints, and maintaining a high level of customer satisfaction. Strong communication, multitasking, and problem-solving abilities with a proven track record of building positive relationships with clients. Committed to providing timely and effective support to enhance customer loyalty and business success.

WORK EXPERIENCE

- Store Keeper** 2014 - 2019
Integral Food Services (IFS), Doha, Qatar
 - Managed daily inventory operations, including receiving, storing, and issuing food and non-food items.
 - Maintained accurate stock records and conducted regular stock audits to ensure data integrity.
 - Coordinated with purchasing and kitchen departments to maintain optimum stock levels.
- Store Keeper** 2010 - 2012
Ruchi Grocer Shopping center. Chitwan, Nepal
 - Monitored stock levels and maintained accurate inventory records.
 - Handled documentation for incoming and outgoing items using inventory management systems.
 - Assisted in monthly reporting and stock reconciliation with the accounts department.
- Salesman & Customer Service Representative** 2009 - 2011
Kathmandu Mall (BG Mall) Kathmandu
 - Assisted customers in product selection, provided detailed information on features, and ensured a smooth shopping experience.
 - Addressed customer inquiries, resolved complaints, and ensured high satisfaction levels.
 - Collaborated with team members to improve store operations and customer service.

ABOUT

Date of Birth

29-Dec-1989

Marital Status

Married

Visa Status

On Visit

Passport Number

PA3546898