

RESUME

NABIN GURUNG

Abu Dhabi – UAE

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Application applying for sales staff



Objective: -

To enhance my skills in a work-related environment and learn new things that will make me a better professional. Use my talents by putting them into good for the benefit of the organization that I work for.

Work Experience: -

**Sales staff/merchandiser at Bhatbhateni Department Store
Kathmandu - Nepal [Jan 2022 – May 2024]**

Responsibilities

- Greeting with Sales staff, store supervisor and manager,
- Visit selling area and prepared stock withdraw list from warehouse,
- Cleaning shelf, doing FIFO/FEFO and refilling the items,
- Bad and damage items remove from the shelf,
- Putting price level,
- Maintaining awareness of competitor's performance.
- Monitoring slow moving items and taking action to reduce prices or set promotions as necessary.
- Coordinate with the delivery team and managing the distribution of stock by ordering stock, agreeing timescales & delivery dates and completing the necessary paperwork.
- Identifying difficulties and dealing with problems or delays as they arise.
- Managing, training and supervising junior staff.

Keys Skill

- Product Knowledge
- Focus on out of stock & low stock
- Organization skill
- Quality Focus
- Customer Relationships
- Communication skills
- Reporting skills
- Ability to work efficiently and quickly

Educational Qualification: -

- Intermediate

Computer knowledge: -

- Basic with MS word, Email & Internet

Personal Information: -

Name : Nabin Gurung
Nationality : Nepalese
Date of Birth : 18 Jun 2000
Gender : Male
Religion : Buddhism
Marital Status : Single
Language Known : English, Hindi & Nepali

Passport Details: -

Passport No : 11663907
Date of Issue : 23 Oct 2019
Date of Expiry : 22 Oct 2029
Visa Status : Visit Visa (Until 25-09-2024)

Declaration: -

I do hereby declare that above statements are true and best of my knowledge and belief.