



Tanka Bahadur Shrestha

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OBJECTIVE

Seeking a challenging position that will offer the chance to experience and learn new responsibilities within a company, as well as offer the opportunity for personal and professional growth. Committed to supporting the Merchandising team in achieving sales targets while ensuring high levels of customer satisfaction and assist in the development and implementation of successful Merchandising strategies.

EXPERIENCE

FEB 2016 - MAR 2018

Worked as a waiter in Hyaat Regency from Kathmandu, Nepal

- *Greeting with customers and present menus,
- *Making suggestions of food based on their preferences,
- *Taking customer order and serving food and beverage,
- *Communicate order details to the kitchen staff,
- *Resolving customer complaints and issues,
- *Arranging table settings and maintaining a tidy dining area.

APR 2018 - MAR 2022

Worked as an Messenger at Etihad Airways from EFS in Abu Dhabi, UAE

- *Answering and forwarding phone call and taking messages,
- *Maintaining an Inventory of Office Supplies and Ordering new materials as needed,
- *Collecting and distributing documents, couriers or packages to the concern person,
- *Coordinating the Maintenance and repair of devices for the workplace,
- *Dealing with inquiries or needs from the Visitors and workers,
- *Ensuring office equipment is clean and maintained.

AUG 2022 - Present

Working as a Picker and Asst Merchandiser at Insta Shop in Abu Dhabi, UAE

- *Using scanner, barcodes and serial number to pickup the correct items and dispatching the order,
- *Assisting in Inventory management and keeping track of the store's stock,
- *Ordering inventory and receiving deliveries from supplier,
- *Ensure the right riders get the right orders,
- *Helping in setting up promotional displays,
- *Supporting the store manager with day-to-day operations,
- *Maintaining accurate stock, export and delivery related documents,
- *Identify and resolve Merchandising, purchase order and production issues,
- *Coordinating with Merchandiser to develop seasonal products.

EDUCATION

- **Shree Mahendra Boudha Secondary School**
2012
Matriculation

SKILLS

- Good communication and Carry the prominent work
- Strong sense of responsibility and Self motivated
- Multitasking and Inventory management
- Visual Merchandising and promotional planning
- Attention to details
- Stock replenishment and pricing strategy
- Trend analysis
- Ability to work In a Fast-paced environment

ACHIEVEMENTS & AWARDS

- I have received two shukran awards from Etihad Airways as a certificate of appreciation

PERSONAL DETAILS

Date of Birth : 27 Oct 1997
Marital Status : Single
Nationality : Nepalese
Driving Licence : Light Vehicle
Father's Name : Ganesh Narayan Shrestha
Language Known: : English, Nepali & Hindi

CERTIFICATE

- I have taken 2 months of barista training in The School Of Coffee Beans Nepal

PASSPORT DETAILS

- Date of issue:18May 2017
Date of expiry:17May 2027
place of issue:Kathmandu
passport No.10383759