

# PALDEN TAMANG



## Contact

### Phone

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### Email

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### Address

DUBAI, AL RIGGA

## PERSONAL INFO

- Date of Birth = 26/02/1996
- PP.NO = PA0731912
- Nationality=Nepal

### COMPUTER

- Computer knowledge
- Internet browsing & Emailing
- Excel sheet
- words, power point, cubes

## Expertise & Skills

- Organizational skills, time management
- Interpersonal skill, attention to details
- professionalism, or written & verbal communication
- Excellent customers services skills, motivation to work through busy shifts.

## Language

English

Nepali

HINDI

## OBJECTIVE

A dynamic smart and interactive skills with a sound professional background seeking for placement in any collaborative and challenging environment where integrity and corporate governance are highly value with the objective to improve my career and support the organization to achieve its goals. To join an esteemed organization where i can utilize my skill to the company growth and professional development.

## Experience

**Working as a store associate at MINUTES QUICK SERVICE in Dubai from (2022 To 2023).**

### DUTY & RESPONSIBILITY

- Daily replenish of every branch according to their sale and fulfill all the urgent order they request via CUBES
- Purchase the product making LPO. Receiving items and checking carefully their expire date quantity receive. And give instruction to team to keep items properly on the shelf.
- Handle phone calls regarding complaints and question about order or further escalation and solve accordingly
- Maintains safe and healthy work environment by establishing and enforcing organization standard and adhering to legal regulation
- Making daily report of replenish
- Received our branch call and provide B2B service according to their request .
- Ensure all product are price tag and bar-coded

- **Working as a cashier at Trends store (Fashion & Garments) in Darjeeling India (2019-2021)**
- **Greet customer as they walk in provide prompt and efficient services and developing effective sales**
- **Manage transaction with customers and scan goods or ensure pricing is accurate**
- **Handling PoS, collect payments whether in cash or credit**
- **Issue receipts, refund, change or redeem coupons**
- **Maintain clean and tidy checkout areas**

## EDUCATION

- Graduate in Bachelor of Commerce(B.COM) From Jawaharlal Nehru College in India

## Declaration

**I CERTIFY THAT THE INFORMATION GIVEN ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND ABILITY**