

## CONTACT



 **RAJENDRA LAMA**

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- Dubai, United Arab Emirates

## OBJECTIVE

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To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

## EXPERIENCE

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October, 2021-  
December, 2023

**Earth Supermarket, Abu Dhabi UAE**  
Sales Associate

- Greets customers and makes them feel comfortable
- Interacts with customers, offering assistance and responding to queries about products and purchases
- Provides recommendations according to customer needs or preferences
- Locates merchandise for customers and places orders, where necessary
- Introduces promotions and new products to customers

July, 2017 -  
December, 2019

**Union life insurance company limited, Nepal**  
Assistant Customer Service

- Prioritization and problem-solving.  
Organization and planning.
- Research and analysis.  
Attention to detail.
- Customer service.  
Phone Etiquette.
- Discretion.

December, 2014  
- July, 2015

**Gurans life insurance company limited, Nepal**  
Assistant

October, 2010 -  
December, 2014

**Prime life insurance company limited, Nepal**  
Junior Assistant

## Education

Sep. 2009

**Annapurna higher secondary school, Kathmandu**  
Intermediate (+2)  
First grade

## TECHNICAL QUALIFICATION

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Advanced diploma in office management from GORKHALI COMPUTER INSTITUTE PVT.LTD Nepal

Basic office package from SOFTECH IT SCHOOL, Kathmandu Nepal.

Accounting package from EINSTEIN institute of technology, Kathmandu Nepal

## SKILLS

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Verbal communication

Written communication skills

Time management

Problem solving

Planning

Technology skills

Good salesmanship

High energy level

## LANGUAGE

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English

Nepali

Hindi

## PERSONAL DETAILS

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Date of Birth : 10/10/1988

Marital Status : Married

Nationality : Nepali

## DECLARATION

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I hereby declare that above written particulars are true to the best of my knowledge and can be presented with proof.