

CONTACT



RAJENDRA LAMA

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- Dubai, United Arab Emirates

OBJECTIVE

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

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.

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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

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

- Verbal communication
- Written communication skills
- Time management
- Problem solving
- Planning
- Technology skills
- Good salesmanship
- High energy level

LANGUAGE

- English
- Nepali
- Hindi

PERSONAL DETAILS

Date of Birth : 10/10/1988

Marital Status : Married

Nationality : Nepali

DECLARATION

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