

# RESUME

## DIPESH POON

Dubai, UAE

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### OBJECTIVE

A Challenging attractive position commensurate with my qualification and experience. To work In accordance with my knowledge, skills and work effectively by providing high quality & Standard services are on my way to the entire Satisfaction and success of the company as well As to build up my career and quality.

### PROFESSIONAL QUALIFICATION:

- Completed computer Basics Course(M.S WORD, Advance EXCEL, POWER POINT, ASSCESS, OUTLOOK etc).
- Advance communication.

### ACADEMIC QUALIFICATIONS/TRAINING:

Sr.num	School/Instituted	Year of passing
1.	WBBSE(10th)	2013
2.	WBHSE(12th)	2015
3.	COMPLETED SECURITY PROFESSIONALS TRAINING COURSE(SIRA)	2024

### PROFESSIONAL EXPERIENCE:

- Working as a security in **VISHAL MEGA MART 1year**(Dec 2020 – Dec 2021)
- Working as a sales person in **RELIANCE SMART SUPERSTORE 2years**(Jan 2022 – May 2024).

### PERSONAL SKILLS

- Good Communication Skills.
- Easily negotiate with other people.
- Can work effectively in a team, as well as individually
- Have good inter-personal skill.
- Respectful and cooperation with colleagues.
- Hardworking and result oriented.
- Willingness to work effectively and efficiency.
- Can Participate and interact with people from different nationalities.

**PERSONAL INFORMATION:**

**Father's Name:** Tek bahadur poon  
**Marital Status:** Unmarried  
**Sex:** Male  
**Date of Birth:** 26<sup>th</sup> Oct 1997  
**Place of birth:** Siliguri(India)  
**Language Known:** English, Nepali, Hindi, Bengali  
**Nationality:** Indian  
**Strength:** Confident, Positive attitude, Hardworking, Punctuality Good listener and Quick learning.  
**Hobbies:** Internet Surfing, social media, Playing games etc.  
**Passport number:** **S7850919**  
**Date of Issue & Expiry:** 17/10/2018 to 16/10/2028  
**Place of Issue:** Kolkata  
**Visa Status:** Visit visa  
**Current city:** Dubai

**DECLARATION:**

I, do here by declare that all the information given by me is absolutely true and to the best of my Knowledge and belief.

**DIPESH POON**