

**Rahul** **Gurung**

Namkum, Ranchi Email:gurungraul344@gmail.com **Mobile:** **+91** **9263913900**

# OBJECTIVE

Seeking a good career and holding a responsible position in the reputed organization and ensure credible performance to work towards exceeding the set goals contributes for the organization.

My key skills are;

* Positive,
* Co operative and patient,
* Flexible and very quick learner,
* Hard working and in-dependable,
* Creative and owns the ability to provide fresh idea,
* Good memory

# WORK EXPERIENCES

## Hapi Restaurant LLC

***Operations*** ***Supervisor***

***May*** ***2021*** ***to*** ***10th*** ***May*** ***2022:-***

* Supervise everyday working of department operating process and increase efficiency of workers for various growth oriented programs.
* Maintain and provide efficient backup to supply department and ensure achievement of all internal and external needs.
* Provide training to workers and provide upgrade to various technical skills.
* Analyze and identify all performance related issues and ensure appropriate steps to prevent loss.
* Administer all indoor performance in department through efficient coaching and monitoring.
* Prepare and maintain employee attendance records and provide feedbacks to employees on same.
* Develop plans and supervise various departmental meetings and participate in various growth based campaigns.
* Analyze and ensure better result to fulfill all business requirements.
* Prepare regular reports, perform audit on various operations and evaluate processes as per business requirements.
* Prepare project updates within required timeframe and delegate individual tasks to all employees.
* Provide support and join improvement based methods.
* Analyze all opportunities and recommend ways to improve efficiency and reduce costs.
* Supervise effective compilation and collection of information and data to enhance growth.
* Monitor all administrative functions as per requirement.
* Ensure compliance with applicable laws and company policies.

***UAE*** ***Experience:***

# T.CHOITHRAMS AND SONS.LLC–

**Sept** **2018** **to** **March** **2021** Job Position: **Storekeeper** ***Responsibilities:***

* Keeping a record of sales and restocking the store accordingly. Managing and training store staff. Planning promotional campaigns for new products or specials. Ensuring that the store is kept clean and organized.
* Checking the expiration before receiving.
* Look up the frozen van temperature and van hygiene.
* Rectify the shrinkage .
* Maintain the log sheet as per roles and follow the correct receiving .
* Checking the stock counts and look up the variance .
* Report to manager about the plan .
* Filing the invoices and reports.
* Follow up Local GRV and W/House GRV.

# T.CHOITHRAMS AND SONS.LLC–

## March 2019 to March 2021

Job Position: As a Part of **Assistant** **Manager**

***Responsibilities:***

* Handle cash, credit or check transactions with customers
* Scan goods and collect payments
* Ensure pricing is correct
* Issue change, receipts, refunds, or tickets
* Redeem stamps and coupons
* Resolve customer complaints, guide them and provide relevant information
* Gain a complete understanding of specific goals, objectives, and audiences
* Help build a well-developed and high-performing team that works together collaboratively.
* Collaborate with the team to ensure the company is providing consistently excellent products and service, and that the environment is inviting and well-stocked
* Set daily employee objectives and schedules to achieve and exceed company productivity and sales goals
* Monitor performance and report on progress
* Adhere to department policies and procedures
* Pleasantly deal with customers to ensure satisfaction

# HIGH SCHOOL DIPLOMA-

## Intermediate from JAC BOARD, RANCHI

**Computer** **Knowledge**

* **Ms** **Word,** **Excel,** **Email,** **Internet** **Browsing,** **Tally** **9.0** **,**
* **Passed** **By** **NIIT** **Ranchi.**
* **Hardware** **&** **Networking**

# LANGUAGE KNOWLEDGE :

* **English** **,** **Hindi** **and** **Nepali**

# PERSONAL INFORMATION

Name : Rahul Gurung

Date of Birth : 23 April, 1991

Nationality : INDIAN

Sex : Male

Marital Status : Unmarried

Religion : Buddhist

# DECLARATION

I hereby declare that above mentioned are true and correct to the best of my knowledge and belief.

**Rahul** **Gurung**