



**Rahul Gurung**  
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## **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 10<sup>th</sup> 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
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- 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**