

NABIN AUJI



CONTACT

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OBJECTIVES

Seeking a Position in an Organization to boost my career and provide organizational and goal oriented skills to the benefit of the Company. I want to improve my knowledge and build new skills by working in management. I just fully focus on my goals and improve myself. And my personal dream is to work in UAE, because I want to know every think about UAE, because I know in UAE work is not so easy and I love to take that opportunity and I just on daily basis work with my dream to complete it by my knowledge and my skills.

SKILLS

- Touch Typing
- Networking
- Email Management
- Internet Navigation
- Electronic Presentation
- Database Management
- Spreadsheet
- Word Processing
- Computer Graphics
- Computer Hardware
- Graphics Design

INTERESTS

- Playing Cricket
- Listing Music
- Playing Video Games

WORK EXPERIENCE

Big Dream Supermarket India

2019 - 2022

Data Operator

Responsibilities may include managing and organizing data related to inventory, sales, and customer information.

1. Collecting and inputting data into databases and spreadsheets
2. Ensuring accuracy and completeness of data
3. Analyzing data to identify trends and patterns
4. Generating reports and presentations based on data analysis
5. Collaborating with other departments to ensure data is shared and utilized effectively
6. Maintaining data security and privacy

Play a critical role in ensuring that the business runs smoothly and efficiently. Accurate and timely data is necessary for making informed decisions about inventory management, pricing, promotions, and customer engagement. Additionally, data operators must ensure that customer data is properly protected and not misused.

Amazon India

2018 - 2019

Customer Service

This includes ensuring that customers receive accurate and timely information about their orders, addressing any concerns or complaints promptly and professionally, and taking steps to resolve any issues that arise.

Amazon's customer service team is responsible for interacting with customers, answering their questions, and providing assistance with any problems they may encounter. They are also responsible for ensuring that customers are satisfied with their purchases and have a positive experience when shopping on the Amazon platform.

In addition, Amazon has a responsibility to protect its customers' personal and financial information and to ensure that all transactions are secure. This includes implementing strong security measures to prevent hacking and fraud, and providing customers with clear information about how their data is collected, stored, and used.

Hotel Abion

2016 - 2018

Receptionist Front Office

The hotel front office is the area where guests first enter the hotel and where they interact with the hotel staff. The primary responsibility of the hotel front office staff is to provide excellent customer service to guests and ensure that their stay at the hotel is comfortable and enjoyable.

1. Greeting guests as they arrive and helping them with check-in and check-out procedures.
2. Responding to guest inquiries and complaints in a courteous and efficient manner.

- Make Friend
- Write Poem

LANGUAGE

- ✓ English
- ✓ Hindi
- ✓ Nepali
- ✓ Korean

3. Making room reservations and managing room availability.
4. Providing information about hotel facilities, services, and local attractions.
5. Handling payment transactions and maintaining accurate financial records.
6. Coordinating with other hotel departments, such as housekeeping and maintenance, to ensure that guest needs are met.
7. Maintaining accurate guest records and ensuring that guest privacy is protected.
8. Providing concierge services, such as arranging transportation, making restaurant reservations, and recommending local activities.
9. Ensuring that the front desk area is clean, organized, and well-stocked.
10. Training and supervising other front office staff.

Global Kitchen

2015 - 2016

Cashier

Cashier is to accurately and efficiently process customer transactions and handle payment for goods or services.

1. Greeting customers and providing friendly and efficient service.
2. Scanning or manually entering the prices of items purchased.
3. Processing payments, including cash, credit, debit, and gift cards.
4. Providing change and receipts to customers.
5. Balancing the cash drawer at the beginning and end of each shift.
6. Ensuring that all payments are accurately recorded in the point-of-sale system.
7. Resolving customer complaints or issues related to payment and transactions.
8. Maintaining the cleanliness and organization of the cashier area.
9. Assisting with inventory management by tracking sales and restocking items as needed.
10. Following all cash handling and security procedures to prevent loss or theft.

Nibble Computer Academy

2013 - 2015

Computer Teacher

Provide quality education to students in the field of computer science. This includes teaching them not only the theoretical concepts, but also the practical skills needed to use computers and other technology effectively.

1. Developing lesson plans and instructional materials that are tailored to the needs of the students and the goals of the course.
2. Teaching students how to use computer hardware, software, and other technology tools, such as programming languages, databases, and web development tools.
3. Evaluating student progress and providing feedback to help them improve their skills.
4. Encouraging and supporting students in developing their own projects and exploring their own interests in

the field of computer science.

5. Keeping up-to-date with the latest trends and technologies in the field of computer science, and incorporating them into lessons when appropriate.

6. Promoting a positive and inclusive learning environment that encourages collaboration, creativity, and critical thinking.

7. Ensuring that students understand the ethical and legal implications of using technology, and promoting responsible and ethical behavior.

EDUCATIONAL QUALIFICATIONS

Shree Jana Jagriti Higher Secondary School **2013**
Nepal

SLC 10TH
52.88%

Shree Jana Jagriti Higher Secondary School **2015**
Nepal

HSEB
42.3%

Right Step Education KapilBastu Nepal **2016**

Professional Devloma in Computer Application
78.4%

STRENGTHS

Good spoken & written communication skills.

Ability to computer Graphic.

Ability to operate any computer software.

Good Problem solving skills.

ACHIEVEMENTS & AWARDS

✓ The Fundamentals of Digital Marketing

✓ Intra College Cricket Tournament Winner

Signature: 
NABIN AUJI