



Shakti Tamang

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Al Karama, DUBAI UAE

SUMMARY QUALIFICATIONS

Extremely motivated and passionate in whatever I choose to do, and an approachable individual with a strong interpersonal skills and good communications to cooperatively work and deal with different kind of people.

SKILLS

Good Communication Skills
Good Customer Service
Problem Solving
Multi-Tasking Flexibility

STRENGTH

Quick Learner
Positive Thinker
Calm Attitude
I Never Give Up and Always Ready for New Challenges

Passport Details:

Passport no : 07927533
Issue date : 08-10-2014
Expiry Date : 07-10-2024
Visa Status : Visit Visa

Career Objective:

To seek a challenging position in a dynamic environment and desire to progress further in the same field and like to grow with the organization and prove to be an asset for its effective functioning and for the achievement of organizational goals and its success.

Work Experience:

❖ **03 Years worked as a Junior Assistant (Marketing & Data entry, File Recording) with Mhendo Saving & Credit Co Operative Ltd Katmandu Nepal.**

Responsibilities:

- Prepares, compiles, and sorts documents for data entry.
- Verifies and logs receipt of data.
- Transcribes source data into the required electronic format.
- Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.
- Conduct market research to find answers about consumer requirements, habits and trends
- Brainstorm and develop ideas for creative marketing campaigns

Education Qualification:

Intermediate

Personal Profile:

Nationality	: Nepal
Gender	: Male
Marital Status	: Married
Date of Birth	: 24-01-1992
Languages	: English, Hindi & Nepali

Conclusion & Declaration:

I can extend great deal of support in streamlining the activities of the organization. I hope you will consider my candidature for the applied post in your esteemed organization as per my qualification, experience and proven abilities.