



Dheeraj Gurung

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26/02/1985

Professional Summary

Seeking for a well position in any organization according to my qualification, eager to utilize my experience for the benefit and growth of the Respected Company's business.

Skills

- Disciplined
- Devoted
- Patience
- Confident
- Hard Working And motivating
- Quick Grasping Power
- Result Oriented
- Customer Relation Skills
- Public Relation Skills
- Customer Service
- Team player
- Team Leadership

Work History

02.2022 - 04.2024

Supervisor

Salesberry Department Store - Kathmandu, Nepal

- Maintain inventory and order merchandise
- Determine staffing levels and assign workloads.
- Adhering to regularity and safety standards.
- Ensure pricing is correct.
- Handle customer inquiries and complaint.
- Customer services and monitoring finance.

07.2014 - 12.2016

Admin And Sales Officer

Garud Securities Pvt Ltd Nepal

- Marketing and Market research about securities business
- Prepare and forward all the details of deployed security personnel and customer to the head office Kathmandu Nepal
- Arrangement of several trainings to the deployed and new guards at the post or at the office

02.2009 - 01.2011

Sales cum cashier

Shoemart llc - Dubai, United Arab Emirates

- Company Overview: Dubai, United Arab Emirates
- Handled cash and card payments with precision, maintaining customer confidentiality and discretion throughout
- Completed opening and closing procedures each day
- Counted change correctly and issued customer receipts
- Dubai, United Arab Emirates

10.2001 - 08.2005

Assistant Accountant

K&S Enterprises - Nepal

- Company Overview: Nepal
- Correct, Process and Reconcile Wide Variety of Accounting Documents such as Invoices, Cash Receipt, Billings etc
- Make Deposits and Prepare Report
- Nepal

Education

01.2007

Diploma, HOSPITALITY & TOURISM MANAGEMENT - Singapore

01.2007

Certificate Level, TRAVEL, TOURISM AND HOSPITALITY - Singapore

01.2001

School Leaving Certificate - Kailali

Custom

Participated in Participatory Rural Appraisal (PRA) Training Organized by World Vision International Kailali ADP in 2004

Personal

Date of birth: 02/26/85