

SURAJ NEGI

Dubai - UAE

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PERSONAL DETAILS

Nationality:

INDIA

Date of Birth:

15/11/1985

Marital Status:

Married

Visa status:

Tourist Visa

Languages:

English, Hindi, Nepali, Bengali and Punjabi.

Skills and competencies

- Strong communication skills
- Quick learner
- Hardworking and disciplined
- Adaptable to various environments
- Excellent multitasker
- Collaborative team player
- Punctual and reliable

CAREER OBJECTIVE

To leverage my skills and experience in a challenging role that contributes to the company's success while offering opportunities for personal and professional growth.

ACADEMIC CREDENTIALS

- **12th Arts pass**
- **10th pass**

COMPUTER SKILLS

- Basic computer knowledge
- Internet Browsing & Emailing
- Ms Office (Ms Word, Ms Excel, Ms PowerPoint)
- Basic Graphic Designing

EXPERIENCE

1. Zorba the Buddha, India

Administrative Assistant

Duration: January 2021 – Present

- Manage daily operations for a cultural and spiritual center, ensuring smooth event execution.
- Coordinate meditation sessions, workshops, and festivals, optimizing scheduling and resources.
- Oversee bookings for residential spaces, providing customer service to guests.
- Assist with materials for retreats and events, fostering a peaceful environment.
- Handle communications with guests and external partners professionally.

2. Ginni Cosmetics and Clothing, India

Sales Associate and Cashier (December 2015 – February 2018)

Supervisor (March 2018 – December 2021)

- **Sales Associate and Cashier:** Consistently met and exceeded sales targets, earning recognition as top salesperson on multiple occasions.
- Maintained high store presentation standards and visual merchandising, driving a positive customer experience.
- Promoted products, introduced store promotions, and cross-sold items to increase sales and enhance customer engagement.

Hobbies:

- Cooking
- Travelling
- Driving
- Reading
- Surfing Net

3. United 3 Travel Agency, India

Ticketing Agent and Visa Consultant

Duration: October 2010 – September 2015

- Processed travel bookings and provided visa consultation for domestic and international clients.
- Managed client inquiries, ensuring clear communication and satisfaction.
- Guided clients through application processes and required documentation.

4. Food King Restaurant, India

Waiter and Kitchen Helper

Duration: December 2006 – February 2010

- Provided excellent service, ensured timely food delivery, and supported kitchen operations.
- Contributed to inventory management and ensuring that kitchen supplies were consistently stocked.

DECLARATION

The above details are true and correct to the best of my knowledge and belief. I promise to render satisfactory services with loyalty and devotion if I am appointed in your esteemed organization.

Place: Dubai, U.A.E

Suraj Negi