



SURAJ MAGAR



CONTACT

@ surajsmagar540@gmail.com
552074264
Dubai, UAE
Suraj Magar



OBJECTIVE

Driven and experienced individual seeking to bring years of professional experience to your team. With a strong work ethic and eagerness to apply skills and grow professionally. Passionate about joining and contributing to a winning team.



EXPERIENCE

Satarangi Restaurant, Jhapa, Nepal

2019 - 2021

Part Time Waiter/Server

- Maintained an extensive knowledge of menus, from the origin of ingredients through cooking methodology, to educate guests and answer questions.
- Ensured dietary restrictions of guests were followed, guiding them to items that met their nutritional needs.
- Collaborated with other servers to minimise wait times for customers, regardless of which table they were assigned.

Koshi Business Center, Kathmandu

Jan 2021 - Feb 2022

Office Assistant

- Answered a high volume of phone calls and email inquiries.
- Organized and attended meetings, including compiling all documents and reports ahead of time.
- Filed paperwork and organized computer based information.
- Public relations and media accounts management.

Strive Facility management, Dubai

May 2022 - August 2023

Security officer

- Secured premises and personals by patrolling the property and monitoring surveillance cameras.
- Maintained composure and professionalism while screening visitors during high volume periods
- Kept my superiors informed on any unusual events or happenings.
- Provided assistance to people in need.



EDUCATION

Global Educational Academy

2020

High school diploma in commerce
2.95



SKILLS

Communication
Problem-solving abilities
Time management
Resourcefulness
Detail Oriented
Teamwork
Attention to detail
Willingness to learn
Adaptability



LANGUAGES

English
Hindi
Nepali



PERSONAL DETAILS

Date of Birth : 11/06/2001
Marital Status : Single
Nationality : Nepalese
Passport : 12297349