



# Ugyen Wangmo

Al Rigga, Dubai

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## Personal Details

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- Date of Birth : 09/04/1993
- Nationality : Bhutan

## Objective

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Motivated person who demonstrates strong work ethic and creative skill or ability. Seeking a organization where I can use this good skills of mine to grow and develop with organization. Will leverage proven experience as a sale associate to contribute to company goals and needs.

## Skills

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- Microsoft word, Excel and presentation.
- Excellent communication skills.
- Leadership.
- Team player.
- Food and safety handling.
- Multi tasking.

## Education

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- **Nima high school** 2012  
Commerce  
12th

## Experience

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- **Viva supermarket (Landmark Group) Dubai** 2022/10 - 2025/01  
Team member

### Job profile

1. Executes daily operations coordinated scheduling and oversaw night crew.
2. Review and respond to e-mails from marketing department for any change in prices.
3. Authorize payments and the return of merchandise.
4. Resolve issues that may arise, including customer requests, complaints and supply shortages.
5. Maintain specified inventory and order merchandise.
6. Prepare reports regarding sales volumes
7. Ensure the visual standards and image of the store are maintained, such as store displays, signage and cleanliness.
8. May perform key holding and managerial duties if required, such as opening and closing the store, managing escalated complaints, developing and implementing marketing strategies, and signing for deliveries.

- **Bhutan Enterprise (Bhutan)** 2017/04 - 2021/10  
Sales representative

### Job profile

1. Initiate guest interaction and offer them what they want creating solutions and ensuring a smooth sale process.
2. Keeping record of the goods that are sold, managing and replacing the goods.
3. Responding or handling the customers complain and finding the solution of problems Co-operating with team members and supporting each others. Handling money at counter by cash, cards and other possible vouchers.

- **New Year Restaurant (Bhutan)** 2013/01 - 2017/02  
Cook

### Job profile

1. Cleaning food and prepare areas as determined by law and company policy Making food adjustment to food items to accommodate guests with allergies or specific diet concerns.
2. Operates various kitchen appliance such as blender, oven, grill, gas stoves and etc.
3. Estimates expected food consumption and organise preparation

## Languages

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- Fluent English

- Fluent Nepali
- Fluent Hindi
- Fluent Dzongkha