



Pramod Gautam Upadhyay

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Address: Dubai ,United Arab Emirates

CAREERS OBJECTIVE

To attain a responsible position and fully utilize my knowledge and capacity in those areas where in my integrity and dedication will contribute to the achievement of the company goal.

WORK EXPERIENCE

09/02/2023 - CURRENT Dubai, United Arab Emirates

SALES ASSOCIATE /CASHIER BELHASA HOSPITALITY, (BEN'S COOKIES)

- Taking orders from customers give excellent customer service and handling of payments(cash/credit)
- Responsible for receiving, storing, and rotating produce, based on a FIFO rotation.
- Ensured a clean and organized work station all the time for service.
- Opened and closed the outlet, prepared cookies, received and stored deliveries.

12/01/2020 - 15/08/2021 Rupandehi, Nepal

RECEPTIONIST/CASHIER MY CHOICE RESTAURANT & CAFE

- Greeting Guest
- Handling queries and complaints via phone, email and general correspondence
- Handling cash transactions
- Transferring calls as necessary
- Receiving, sorting, distributing and dispatching daily mail
- Handling transcription, printing, photocopying and faxing
- Coordinating internal and external events
- Preparing vouchers

16/11/2016 - 25/08/2019 Doha, Qatar

MEDICAL COORDINATOR QATAR CLEANING COMPANY

- Making appointment of medical for new employees
- Checking and making renewals of medical and vaccination of employees
- Checking all work places and ensure first aid box is available
- Taking care of employees health issues

07/05/2013- 22/06/2015 Abudhabi, UAE

CASHIER/SENIOR WAITER INTEGRAL FOOD SERVICE (ROYAL TANDOOR)

- Greeting Guest
- Making guest happy with food & service
- Making the full setup of dining area and keeping cleanses
- Handling cash and credit transactions
- Coordinate with drivers for food delivery and payment

- **Greeting Guest**
- **Making guest happy with food & service**
- **Making the full setup of dining area and keeping cleanses**

● **EDUCATION AND TRAINING**

Rupandehi , Nepal

10+2 IN HEALTH EDUCATION RAMMANI MULTIPLE CAMPUS

Rupandehi , Nepal

SCHOOL LIVING CERTIFICATE SHREE SHIVAPUR HIGHER SECONDARY SCHOOL

Rupandehi , Nepal

BASIC COMPUTER COURSE (MS Word, MS Excel, MS PowerPoint & Email & Internet) ECSE

institute.

Abu Dhabi , United Arab Emirates

ESSENTIAL FOOD SAFETY TRAINING CERTIFICATE Abudhabi agricultural and food
safety authority

● **LANGUAGE SKILLS**

Mother tongue(s): **NEPALI**

Other language(s): **ENGLISH,HINDI**

● **DIGITAL SKILLS**

Microsoft Word | Microsoft Excel | Google Drive | WhatsApp | Internet user | Word | E-mail use | Gmail

● **ADDITIONAL INFORMATION**

DRIVING LICENCE: NEPALI

Driving Licence: A

Driving Licence: B

COMMUNICATION AND INTER PERSONAL SKILLS

- **strong attention to safe handling**
- **Have good Verbal and written communication skill in English**
- **Have the ability to work under tough schedule**
- **Capability to be innovative and solution oriented**
- **Have the ability to plan, organize, monitor and evaluate organization activities**
- **Flexible, quick to pick up new skills and eager to learn from others**

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.