



CONTACT ME

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Address

Al Satwa , Dubai , UAE

EDUCATION

+2 in Computer Science

Tilottama Model College

2019

Secondary Education Examination

Dawn Higher Secondary School

2017

SKILLS

- Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Typing
- Editing Documents
- Completing files and documents management using word processing
- Creating Spreading sheets

LANGUAGE

- English
- Nepali
- Hindi

Rakesh Koirala

OBJECTIVE

To further enhance my career where i came dedicate my strengths and gain more skills and knowledge thus maximizing growth professionally and to achieve the targets of the organization by seeking common goal.

WORK EXPERIENCE

- **Order Picker** **2022 OCT - 2023 NOV**
Abudhabi co-operative society I Abudhabi , UAE
Highly experienced in picking, sorting, packing and moving customer orders. Ability to interpret and follow oral and written instructions, efficiently. Determined and selected items from the warehouse based on pick lists. Picked, packed and weighed customer-specific orders, properly and accurately. Received and arranged warehouse supplies. Operated and maintained pallet jacks, hand-held RF scanners as assigned. Cleaned and tidied job site and maintained warehouse safety and security.
- **E-commerce Department** **2020 JULY - 2022 AUG**
Carrefour I Dubai Festival City , Dubai , UAE
Receiving and checking incoming pick tickets. Locating products using technology. Retrieving orders according to quantity, size etc. ensuring accuracy. Re-stock inventory manually or with warehouse equipment. Keep records of completed orders. Maintain equipment and report on malfunctions. Collecting order notes to fulfill deliveries. Picking out ordered items from storage shelves or rooms using barcodes, serial numbers, etc.
- **Senior Cashier** **2018 JAN - 2017 MAY**
Adidas Sportswear I Durbarmarg , Kathmandu , Nepal
Count, organize and balance the drawer; fill out the cashier slip; Work with department managers to keep abreast of new products and services. Take pride in every aspect of work and perform it with energy and enthusiasm. Assisted 50+ customers with checkout, answering outstanding questions. Collaborated with 8 other cashiers, offering assistance to other teammates during busy times. Managed inventory and directed support staff to assist customers who asked for specific items.
- **Salesman** **2016 NOV- 2017 DEC**
Bhatbhateni Supermarket I Newroad , Pokhara , Nepal
Maintained organized, presentable merchandise to drive continuous sales. Analyze and properly processed product returns assisting customer with finding alternative merchandise to meet customer needs. Work alongside retail representative to boost sales by enhancing products presentation and advertising collateral. Created a respectable and professional friendship with clients by performing a professional detailed demonstration of the product. Makes calls with store manager / sales manager to close particular accounts. special prospects, determine reason for lack of sales, etc.

PERSONAL

- Maintain good attendance and arrive to work for each shift in a timely manner
- Ability to take ownership of issues and to work alone with little or no supervision.
- Good team player who is flexible and adaptable, able to work within a dynamic team.
- Excellent communication skills to build relations with customers face to face.
- Ability to work independently, under strict deadlines, with attention to detail.