

# MILAN KARKI



Phone  
+971545712357

Date of Birth  
09/04/1996

Address  
Flat no.201, Al Hassani Tower Tecom, Dubai

## CONTACT

✉ meelanhtrdk@gmail.com

## SKILLS

- Excellent communication skills in written and verbal both.
- Able to create good relation with colleagues and clients.
- Handle and manage multiple tasks.
- Flexible with working hours.
- High level of professionalism and strong level of costumer service.
- Work Independently with good decision-making skills.

## INTERESTS

- Travelling
- Research & Investing

## OBJECTIVE

To hold a position safety services that will provide growth, earning, ideas, knowledge and opportunity to continue.

PERSONALITY AND RELATED CHARACTERISTICS  
Highly adaptable and versatile authority figure. Very flexible and can work under pressure and with minimum supervision. Able to stablsh and maintain public relationship with people of all types.

## LANGUAGE

- English
- Hindi
- Nepali
- Malaysian

## ADDITIONAL INFORMATION

PASSPORT INFORMATION  
Passport no : 07129837  
Date of Issue : 6 MAR 2014  
Date of Expiry : 5 MAR 2024  
Issuing Authority : MOFA, Department of Passport

PERSONAL INFORMATION  
Nationality : Nepali  
Gender : Male

## EDUCATION

2011 **Shambhavi English School**  
SLC  
1st DIV

2012 - 2014 **Canvas Int'l Collage**  
+2  
2nd DIV

## EXPERIENCE

2021 - 2023 **BOLLYWOOD PARK DUBAI**  
Sales associate/ Costumer Service  
. Assisted customers with questions, concerns and purchases  
. Performed cross-sells and upsells based on customers' interests and tastes to drive additional store revenue  
. Learned features and specifications of new brands and product lines  
. Ensured cleanliness and safety on the sales floor for customers  
. Attended weekly sales meetings

2019 - 2021 **ONLINE TRADING ACADEMY**  
Administrative Assistant  
•Answer and direct phone calls.  
•Organize and schedule meetings and appointments  
•Produce and distribute correspondence memos,letters,faxes, and forms  
•Develop and maintain a filing system  
•Order office supplies  
•Provide general Support to visitors  
•Carry out administrative duties such as Filing & scanning etc.  
•Cover the reception desk when required  
•Coordinate repairs to office Equipment

Height : 5ft 6inch  
Weight : 65kg  
Health : Robust  
Marital Status : Single  
Father's Name : Late Sahapir Karki

• I hereby certify that the above information is correct to  
the best of my knowledge and belief.