

SHIVA GURUNG

Light vehicle driver



CONTACT

+971565305899

✉ shivagurung111grg@gmail.com

📍 From nepal, current United arab emirates, dubai



EDUCATION

- **Shree kushumakar higher secondary school**
S.L.C. completed 2005
- **Gateway institute of hotel & tourism management**
Diploma in food & beverage production & culinary art 2014-2015
- **Net computer education**
Ms word, excel, powerpoint completed 2009



LANGUAGE

- NEPALI
- ENGLISH
- HINDI



SKILLS

- communication Skill
- Active listening
- Time management
- critical Thinking
- problem Solving
- customer service
- flexibility / Adaptability
- Multi tasking skill
- Effective Team work skill

Driving license detail

License no. - 4732123

LMV - manual

issue date - 03/07/2024

expiry date - 03/07/2026

issue place - dubai

Profile

Experienced customer service professional with excellent problem solving skill. Seeking opportunity in the field of driver. I am a punctual & self-motivated, reliable, responsible & hard-working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well under pressure & adhere to strict deadlines.

WORK EXPERIENCE

Oct 2018 - present

Ejadah asset management LLC, dubai

Security officer

Securing premises & personnel by patrolling, monitoring surveillance equipment & access points. Investigate security breaches, incidents and other alarming behaviour. Use customer service skills in action when interacting with visitors & tenants. Work as receptionist, answer the phone calls & provide visitors to the company with relevant information. Complete reports by recording observations, information, accuracies and surveillance activities.

2016-2017

Solti foam house pvt. Ltd. Nepal

Driver (delivery van)

Established & maintains outstanding relations with customers. Load around 15 customer orders into delivery van per day. Contact customers to confirm delivery details. Inspect inventory and arrangements for damage, reporting any issues. Obtain customers' signatures for proof of receipt, ensure the safety & security of the loading and unloading process. Clean delivery van and work areas regularly. Maintains delivery logs and records.

2009-2015

Gurung cable TV network pvt. Ltd. Nepal

Technician

Installing, maintaining and repairing cable TV. Troubleshoot & repaired connectivity issues for an average of 20 customers per day. Maintain for over 3000 residential clients annually. Resolved signal leakage issues, routinely performed signal quality checks & adjustments. Reduced service interruption incidents by systematically upgrading outdated connectors and amplifiers throughout service area. Conduct thorough inspection of cable lines to ensure the system is working correctly. Pull, route, install support structure related cables.