

# **Curriculum Vitae**

## **Amar Prasad Gurung**

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### **Career objective**

Seeking a position that matches my educational background that will contribute to the development of entire organization as well as to achieve excellence in the chosen field of activity and contribute towards organizational growth and self-career and development

### **Work experience**

ADNOC Distribution- Sales Attendant, June 2014 - present

Mussafah Icad, Abu Dhabi ( June 2014 - July 2018)

MBZ city, Abu Dhabi (July 2018 - present)

Responsible for contributing to the overall performance of the store by driving sales at every opportunity whilst at the same time making sure every customer receives exceptional level of service and enjoys their visit at store.

### **Major responsibilities**

- Serving customers at the sales counter
- Offering face to face advice to customers on the store products
- Maximizing store revenue by suggesting upgrades, insurance and add-ons to customers
- Occasionally being responsible for the store's security including being its key holder
- Using the stock management system to log, check, locate and move stock both in and out of the store
- Processing returns and refunds as required in the line of company policy
- Making sure that any item which is removed from a display column is replaced immediately after a sale
- Handling customer complaints in a calm manner
- Managing cash and payment system in accordance with company procedures and policies

### **Sales assistant**

Bhatbhateni supermarket, Kathmandu, Nepal (2012 - 2014)

### **Major responsibilities**

- Greet customers and ascertain what each customer wants and needs

- Maintain knowledge of current sales and promotions, policies regarding payments and exchanges and security practices
- Recommend, select and help locate or obtain merchandise based on customer's needs and desires
- Exchange merchandise for customers and accept returns
- Bag or package purchases and wrap gifts

### **Academics**

Bachelor degree of Education (Major English), Marsyangdi Campus

Intermediate level: +2 level, Janabikas H.S. school

School Leaving Certificate: SLC, Shree Sharda Secondary School

### **Known languages**

- English
- Hindi
- Nepali

### **Professional skills and aptitudes**

- Good public relation, networking and interpersonal skills
- Good coordination and communication skills
- Good sales skills
- Good command on MS office
- Self motivated and well organized
- Adaptable and flexible

### **Training and seminar**

- Customer service
- Administrative training
- Computer system exposure in basic hardware platform (installation, assembling and networking)

### **Additional information**

- Date of birth: 09/09/1990
- Age: 33 years
- Visa status: Residence
- Height: 5'7"
- Marital status: Married
- Nationality: Nepali

Referees: available on request

Yours faithfully  
Amar Prasad Gurung