

MANJIL KARKI

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Visa Status Working Visa with NOC



OBJECTIVES

To have a great opportunity of exposure at any field that can broaden my knowledge to uplift Professional growth. To find along term career opportunity with the company that appreciates knowledgeable, reliable, loyal and hard working employees. Also to improve myself by continuous learning both within and outside the preview of my responsibilities.

PROFESSIONAL EXPERIENCE

COMPANY NAME : APPAREL GROUP
C-ring Road Doha, Qatar
BRAND NAME : R&B
DESIGNATION : SALES ASSOCIATE // VISUAL MERCHANDISER
WORK PLACE : GULF MALL
PERIOD OF : MARCH 2018 – MAY 2020

Duties & Responsibilities :

- Acknowledge, Welcome and greet all customers in a warm and friendly manner.
- Build strong and effective relationships with customers in order to deliver exceptional service (develop an extensive loyal customer database).
- Providing assistance to the customer by suggesting a choice of outfits and alternatives to suit the occasion / requirements.
- Creating appealing and eye-catching visual displays that lead the customer through the entire store.
- Change displays to promote new product launches and reflect festive or seasonal themes.
- Act in alignment to the organization's culture, products and target market.
- Identify key messages and set a clear image of the end result.
- Ensuring stock deliveries are swiftly processed and presented on the sales floor according to brand / Visual guidelines.
- Keeping record on best sellers and slow selling lines also update the same to the store manager.
- Checking all the merchandise items are in proper area and well-arranged as per the VM guide line and refilling before closing the store.
- Maintaining the highest retail standards on the sales floor at all time.
- Ensuring to achieve monthly sales target by providing best customer service.
- Organizing the stock room by keeping neat, clean and as per standard.

COMPANY NAME : DELTA HOLDING JOINT STOCK COMP.
COUNTRY : SAUDIA ARABIA
PERIOD OF : MARCH 2013 – APRIL 2017
DESIGNATION : OFFICE ASSISTANT // DOCUMENT CONTROLLER

DUTIES AND RESPONSIBILITIES

- ✧ Maintaining and tracking facility to enable documents to be updated easily.
- ✧ Scanning in all relevant new documents.
- ✧ Checking dispatch documents are accurate.
- ✧ Responsible for maintaining hard copy information.
- ✧ Issuing and distributing controlled copies of information.
- ✧ Ensuring all documents are as up to date as possible within electronic filling.
- ✧ Ensure accessibility, traceability and accuracy of documents

COMPANY NAME : DYNAMIC DIESEL PVT.LTD
COUNTRY : NEPAL
PERIOD OF : JAN2007 – NOV 2009
DESIGNATION : SALES ASSOCIATE

DUTIES AND RESPONSIBILITIES

- Greeting customers, responding to questions and providing outstanding customer service.
- Directing customers to merchandise within store.
- Maintain positive attitude and focus on customer satisfaction in fast-paced environment.
- Increasing instore sales , cross-selling products.
- Superior product knowledge deliver to cutomers.
- Maintaining an orderly appearance throughout the sales floor.
- Introducing promotions and opportunities to customers.
- Operating cash registers
- Follow and achieve department sales goal monthly quarterly and yearly basis.

ADDITIONAL SKILL

- ✧ Self motivated, quick learner, hard working and reliable
- ✧ Team player with strong communication & interpersonal skill
- ✧ Ability to work under pressure & act according to the situation
- ✧ Highly motivated and goal-oriented.

✧ Experienced with Microsoft Office – (MS Word, MS Excel &MS Power point)

EDUCATIONAL ATTAINMENT

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- **ELEMENTARY :- SHREE JANTA SECONDARY SCHOOL**
Rajghat ,Solti bazaar, Sarlahi Nepal
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- **SECONDARY :- HIGHER SECONDARY EDUCATION BOARD**
Barahathawa, Sarlahi , Nepal
Year : 2007 – 2008
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- **COLLEGE :- NEPAL COMMERCE CAMPUS**
Minbhawan, New-baneshwor Kathmandu
Year : 2009 BBS dropout on final year

PERSONAL INFORMATION

Name	Manjil Karki
Fathers Name	Manoj Kumar Karki
Religion	Hindu
Date of Birth	2/11/1988
Sex	Male
Nationality	Nepali
Marital Status	Single
Height	5'7

Declaration:

I hereby acknowledge the above information is true to the base of my knowledge. if given the opportunity to work in your organization; I am able to learn the trade very quickly and perform to the Expectations of the Management.

Applicant Signature

Manjil Karki