****

**Tul Bahadur Pun**

Address: **St.**3468 **Blk.**1034**Bldg.**2414**#Contact: 35483404 #**Email**:**[**tulbpun977@gmail.com**](mailto:tulbpun977@gmail.com)**#Kingdom of Bahrain**

CAREER OBJECTIVES

I aspire to work for an organization that combines works with knowledge and wisdom. Hence, I am seeking a position where extensive experience will be further developed and utilized.

**KEY SKILLS**

|  |  |  |  |
| --- | --- | --- | --- |
| **AREAS OF EXPERTISE** | |  |  | | --- | --- | | * Creative * Encouraging buying * Visual - Merchandising * Passion for customer service. | * Answering queries * Up-selling products * Stock merchandise * communication skills | |
| **Technical Skills** | |  |  | | --- | --- | | * Ms Office * Adobe Photoshop * Email & Internet | * Adobe Illustrator * Adobe premiere * Basic IT skills | |

**EDUCATION**

|  |  |  |
| --- | --- | --- |
| SLC | Kalika Higher Secondary School, Nepal | March 2004 |
| HSEB | Kalika Multiple Campus, Nepal | May 2006 |

**TRANING:**

|  |  |  |
| --- | --- | --- |
| IMPACT Essence of Learning  Juffair, Kingdom of Bahrain. | Excellent Customer Service(ecs) | 4th Nov 2015 |
|  |  |  |
| The Sultan Center  Reefmall, Kingdom Bahrain | Communication & customer Service | 20th Dec 2014 |

**EMPLOYMENT**

|  |  |
| --- | --- |
| **The Sultan Center**  Reef mall, Bahrain  Division: Home center  Job Title: **Sales Assistant** | 29th August 2012 to Present |

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

**Duties**:

* Greeting customers and Responding to what customer wants or needs.
* Handling customer complaints in a calm manor.
* Stocking and labeling the products on the shelves in a neat and clean way.
* Involved in arranging, remerchandising & replenishing new stock as it arrives.
* Preparing daily LPO (Local Purchase Order)& Communicating with suppliers.
* Supports the team and their colleagues to achieve targets.

**PERSONAL DETAILS**

Name : **DEEPAK SAPKOTA**

Father’s Name : Man Bahadur Pun

Date of Birth : 28th Nov 1984

Citizenship : Nepali

Language Known : Nepali, English, Hindi, & Arabic

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | | |
| CPR No. | | : | 861135156 | |
| Date of Issue | | : | 6th Sep 2012 | |
| Date of expiry | | : | 5th Sep 2017 | |
|  | |  |  | |
| Passport No. | | : | 08795768 | |
| Date of Issue | | : | 18th May 2015 | |
| Date of expiry | | : | 17th May 2025 | |
| Place of Issue | | : | kaski, Nepal | |

**AWARDS:**

|  |  |  |
| --- | --- | --- |
| The Sultan Center  Reef mall, Bahrain | BEST EMPLOYEE OF THE YEAR 2014 |  |