

SANJAYA POUDEL

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OBJECTIVE

To gain a Full-time career in your company, where I can put my excellent professional talents to good use in a secure and dynamic environment and obtain employment, which provides a positive environment in which to learn and use new skills for the benefit.

RECENT EDUCATION

- Post Graduate in Research Analyst | September 6 2022 - present| GEORGIAN COLLEGE
- Bachelor in Science [Physics] | 2014-2019| BIRENDRA MULTIPLE CAMPUS

SKILLS & ABILITIES:

Strong Leadership abilities, the capacity to foster an environment that supports the growth of a positive sense of teamwork, the capacity to inspire others to meet sales targets, great communication skills, and a commitment to customer service initiatives.

MICROSOFT OFFICE

- o Good at working with databases, spreadsheets, and presentation software
- o Familiar with PowerPoint, Excel, Word, and Access

CUSTOMER SERVICE

- o Familiar with the strategies to develop a service culture
- o Able to satisfy the customer's needs, and wants, and can handle the customer complaints



EXPERIENCE

❖ *Cashier at Mega Supermarket, Bharatpur, Nepal [January 3 ,2017- June 30 ,2018]*

❖ *Housekeeping at Jungle Island Resort, Bharatpur, Nepal [September 1 ,2019- December 28 2021]*

- *cleaning the resorts' hotel rooms*
- *Providing exceptional service to visitors and maintaining strong communication between higher and bottom management.*
- *ability to operate under pressure and in a high-demand environment*
- *managing the employee and other staff to do their job accordingly.*

❖ *Research Assistant at Institute For Social And Environment Research-Nepal, Bharatpur, Nepal [August 2018 to July 2019]*

- *working as a part of the safety and services of ISEA-N..*
- *Guiding new generation the destination.*
- *Maintaining a safe environment around and inside the institute premises.*
- *Communicating with the coworkers and supervisors for timely updates on new rules*
- *Working as a part of a team and individual.*
- *Providing great customer service to maintain the reputation of the company.*
- *working as part of a team or as an individual and maintaining strong communication with the team*
- *Taking directions from higher-ups like managers and being able to do tasks according to their criteria or expectations.*

Sales and marketing advisor at Club demonstration service [CDS] April 2021- December 2021



- *Prepare food and non-food vendor items for Costco club members to see.*
- *Interact with customers and management in a cheerful, outgoing, and enthusiastic manner.*
- *Increase sales by increasing brand awareness and good product impressions.*
- *Provide exceptional customer service, including analyzing the client's needs to provide the best product recommendations.*
- *Other responsibilities as needed.*

GENERAL

- o *Proficient in written and oral communication skills*
- o *Familiar with the Health and safety rules and regulations*
- o *Exceptional organization and time management skills*
- o *Able to learn tasks, and cooperate well with others in a continuously changing and highly competitive work environment*

OTHERS EXTRACURRICULAR ACTIVITIES

- o *Organized and participated in sports and creative activities.*
- o *Volunteered in school orientation programs.*
- o *Actively participated in many activities such as cultural, charity, and donation.*

HOBBIES & INTERESTS

- o *Exploring new environments*
- o *music*
- o *sketching*
- o *writing lyrics of the song and making music*
- o *Actively engaged in creative activities and playing*
- o *Video games*



▫ *Watching movies*

LANGUAGES

▫ *English*

▫ *Nepali*

▫ *Hindi*

