



SURANJAN KARKI

Sales Associate

+971 56 176 5709

<https://www.linkedin.com/in/suranjan-karki-b8712a256>

suranjankarki123456@gmail.com

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About Me

Dedicated and customer-focused professional with experience in front desk operations, sales, and hospitality. Skilled in providing exceptional customer service, handling administrative tasks, and driving sales to enhance guest satisfaction and business success. Adept at multitasking, problem-solving, and maintaining a welcoming environment. Strong communication and interpersonal skills with a passion for delivering top-tier service.

Experience

Messenger\Front Office

2023-2025

Seven Luxury Real Estate LLC (Downtown, Dubai)

Reliable and organized professional handling front desk operations and messenger duties in a real estate company. Skilled in managing calls, greeting clients, handling correspondence, and delivering documents efficiently. Ensures smooth office operations, maintains records, and provides excellent customer service to clients and visitors. Strong communication and multitasking abilities.

Sales Supervisor

2019 - 2020

Mega Mart (Kathmandu, Nepal)

Results-driven Sales Supervisor with experience in FMCG retail, overseeing sales teams, driving revenue growth, and ensuring excellent customer service. Skilled in merchandising, inventory management, and implementing sales strategies to boost performance. Strong leadership, teamwork, and problem-solving abilities to achieve sales targets and enhance store operations.

Head Waiter

2017 - 2019

Spring Restaurant

Oversees the dining experience, ensuring excellent customer service and smooth restaurant operations. Responsibilities include supervising waitstaff, taking and managing orders, coordinating with the kitchen, handling guest inquiries or complaints, and maintaining high service standards. They also assist in training staff, managing reservations, and ensuring a pleasant dining atmosphere.

Ticketing Agent

2016 - 2017

Hamlet Tour & Travels (Thamel, Kathmandu Nepal)

Experienced travel agent specializing in planning and booking customized trips, including flights, accommodations, tours, and transportation. Skilled in providing expert travel advice, handling reservations, and ensuring seamless travel experiences. Strong knowledge of destinations, visa requirements, and travel insurance. Excellent customer service and sales abilities to create memorable and hassle-free vacations.

Education

Bachelor of Business Management

Tribhuvan University
2018-2022

Hotel Management

Lincoln Higher Secondary School
2016-2018

Skills

Management Skills



Creativity



Marketing



Negotiation



Critical Thinking



Language

- English
- Hindi\Urdu
- Nepali

References

Myla dimangi

Administration\SLH

Phone: +971 52 198 5147

Email: myla@sevenluxuryrealestate.com