



Jay Krishna kharga

- Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

CONTACT

054 541 7996

pravashkharga@gmail.com

Al Rigga - Metro Station ,
Dubai

EDUCATION

Bachelor in IT (Computing)

Nest Academy College / Dubai / May,
2021 - November, 2021

12th In (Science)

NASA National College /
kathmandu,Nepal / March, 2018 -
September, 2020

SKILLS

- Computer Skills - Experienced
- Strong communication -
Experienced
- Strong organizational - Expert

LANGUAGE

English ●●●●○

Nepali ●●●●●

Hindi ●●●○○

EXPERIENCE

Receptionist

West Zone Pearl Hotel Apartment / Burjuman , Dubai / September, 2021 -
October, 2021

- Greeting client's visitors and assisting them
- Handle Social Media
- Attend and answering phone calls in a pleasing manner
- To provide an efficient and friendly check-in check-out according to company directives
- To take reservations for accommodation according to company policy
- Fully aware of hotel room rates, availability,promotions,services and facilities
- Prepares invoices and claim forms,handles payments.
- Respond to emails that arrive using the general office Email address.

Inventory Controller

Daraaz / Kathmandu ,Nepal / May, 2020 - January, 2021

- Supervise the storage of goods
- Monitor and ensure delivery are received
- Prepare,generate,and file financial inventory reports; review reports monthly with management.
- Perform critical inventory tasks to ensure the correct amount of items are in stock
- Maintain update and accurate records of inventory,including transfers and cycle counts.
- Track rates of accuracy, purchase and return as well as defective items to inform quality control decisions.