



# ANIL DC

Mobile: 0585318736

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## PROFILE

A motivated, adaptable and responsible person seeking a position in sales which will utilize the professional and technical skills developed through past work experience in this field. I have a methodical, customer focused approach to work and a strong drive to see things through to completion.

## Personal details

- ✓ Name : Anil DC
- ✓ Father's Name : Uttam Kumar Dangi Chhetri
- ✓ Gender : Male
- ✓ Date of Birth : 5<sup>th</sup> September 1999
- ✓ Nationality : Nepalese
- ✓ Marital Status : Single
- ✓ Hobbies : Reading Books, Listening music and surfing Internet.
- ✓ Languages : English, Hindi and Nepali.

## EDUCATION

[Shree Dhruba Tara Vidhya Mandir]  
[S.L.C at 2016]  
[I obtained 3.65 GPA in my SLC examination.]

[Adarsh Secondary School]  
[Intermediate at 2018]  
[I achieved 2.88CGPA in NEB.]

[Nest Academy of Management Dubai]  
[Bachelor in Hospitality Management]  
[I am currently studying]

## WORK EXPERIENCE

[Sirij Garment PVT. LTD [Customer Service Representative]  
[2019–[2021]

### My Duties

- Communicate with current and potential clients via telephone, email, online chat, or social media
- Listen attentively to questions and concerns and respond promptly with a resolution according to company guidelines
- Maintain a courteous and calm manner at all times to de-escalate stressful situations
- Document personal information to create, update, or adjust customer accounts
- Prepare call-related information for purposes of auditing and reporting
- Provide and respond to feedback about any aspect of the job or its duties
- Suggest products and services to clients based on their requests and needs
- Answer inbound calls or generate outbound calls, in some cases cold calling to follow up on orders

## SKILLS



