

CURRICULUM VITÆ



RINA TAMANG

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To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a professional, use and develop my aptitude to further the organization's objectives and also attain my career target in the progress

Personal Experience

Company: MAF Carrefour Retail (E-COMMERCE), UAE

Position: Operation Shift Supervisor

Date: From May 1 2021 - Present

- Mentor pickers about product locations inside store as well as inside warehouse. Supervising pickers and doing random checks in store area to ensure picker productivity. Conducting quality control on fresh and dry food products upon picker packing. Conducting pickers training Hygiene, products freshness, picking and packing procedure. Maintain KPI's set by management as On Time handover, Incomplete orders, Out of Stock products. Work closely with Business cycle store Team in order to ensure product availability for customers. Reply on each Customer Service requests as customer complaints and close it within SLA.

Company: MAF Carrefour Retail (E-COMMERCE), UAE

Position: Admin Assistant

Date: From March 2019 - April 2021

- Management of office equipment, maintaining a clean and working environment, managing clerical or other administrative staff, Responsible for reviewing operational dashboard and escalations if things are not going as per plan.

Company: MAF Carrefour Retail (E-COMMERCE), UAE

Position: Business Cycle & Receiving Clerk

Date: From June, 2014 - March 2021

- Count, weigh or measure items of incoming shipments in order to verify the information against invoices, order bills of loading or other record shortages and reject damage items, cooperate with representative from other department in the organization to provide warehouse information as requested, ensure that all documents and materials received in the warehouse are of satisfactory quality. Check in inbound inventory and administer the processing, Routing items to various department, Advice management of cycle count issues on a timely basis.

Educational Qualification

BBS -Second Class - Nepal Commerce Campus, Kathmandu Nepal (TU)

Training

MS Office (Word excel, Power Point), Outlook, E-mail usage)