

SUMAN KUMAR JHA



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0524210476

Abudhabi Premier Inn

SKILLS

Skills on Computer.

Ms Word.

Ms Excel.

Ms PowerPoint.

Ms Access.

Notepad.

Communication.

Flexibility.

Leadership.

Teamwork.

Time management.

LANGUAGES

English.

Hindi

Nepali.

OBJECTIVE

I always tried to learn something new either from school, college or from any job, I tried to learn something new because I think I'm not perfect but I will be perfect. So, I always look for a change in which I will get personally and professionally perfect.

EXPERIENCE

Purehealth

2021/01/12 - 2022

Customer service representative

As a CSR I prefer to communicate with customers as more as possible to know their views and requirements so that I can solve their problems and queries as soon as possible from my side. Also, as a CSR I'm capable to listen customers complaints having patience even in worst situation and I think thi is my one of the best good skills.

Tashafi Drive Thru

17/06/2021 - 01/11/2021

Patients Relative Executive (pre)

As a PRE I had to do the job was, to enter and collect data from patients ID and passport or from online forms.

Al Futtaim, Health Hub, Dubai.

17/06/2021 - 03/10/2021

Costumers service

In customer service my goal is always to satisfy customers as it is possible, if the customers are in any dilemma I always try to do my best from which they can get out of their dilemma as soon. Also, sometimes customers wants some guidance because of their curiosity.

Mithila Institute Of Technology pvt. Ltd. Janakpur, Nepal.

Assistant Computer Trainer

2019 - 2020

Have experienced my first job as a computer trainer in (MIT) Mithila institute of technology for MS office package nearly about seven months, it was really good experience for me as I was teaching after I completed my computer course on the same institute.

Kathmandu mall, Nepal.

2020 - 2021

Cashier

Started job as a cashier in Kathmandu mall Nepal, it was really a great experience for me to attend and make satisfy the customers.



EDUCATION

Name college, sport city, Dubai

2021

Graduation in Computing It, Running.....

Saraswati Vidyalaya, Salagaur, Assam India.

2019

+2 Computer Science.

76%

Mithila institute of technology janakpur, Nepal.

2020

(DFA) Diploma in financial Accounting.

A+