



**Dipak Giri**

**UNITED ARAB EMIRATES, DUBAI.**

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### **CAREER OBJECTIVE**

A challenging position with performance-based career advancement and be an integral part of growth - oriented company where in I wish to consolidate upon my experience and contribute to the company growth.

### **WORK EXPERIENCE**

**Company :** Peace Himalayan Travel and tours  
**Position :** Public relation  
**Address :** Kathmandu, Nepal  
**Period :** Since 2019

- ❖ Greet customers and show great hospitality,
- ❖ Sale tour and travel package
- ❖ Provide translation service to required clients (Chinese to English)
- ❖ Making sure to provide the guest an excellent service,
- ❖ Respond to a guest concerns and complains and make sure they leave satisfied.

### **WORK EXPERIENCE**

**Company :** Emirates flight Catering  
**Position :** General Assistant  
**Address :** Dubai  
**Period :** 2016 to 2017

- ❖ Interaction with the head office members visiting the warehouse,
- ❖ Dealing with daily receiving, arranging, shelving & scanning, handling over end-of day reports,
- ❖ Speak fluent English and written,
- ❖ Ability to work independently and under work pressure,
- ❖ Good at managing self and lead the group,
- ❖ Creative, diligent, versatile- project oriented, committed to quality,
- ❖ Active team participation.

### **WORK EXPERIENCE**

**Company :** Bubble Tea Nepal Café  
**Position :** Service Crew  
**Address :** Nepal  
**Period :** 2012 to 2014

- ❖ Take order and serve beverage to guest,
- ❖ Check with the customer and make sure that they are enjoying the drink and take action to solve any problem,
- ❖ Always try to communicate with the customer regarding with the complains and suggestion,
- ❖ Always be a smart, gentle, fresh and easy with proper hygiene and safety,
- ❖ Receive and process customer payments,
- ❖ Describe menu items to customers or suggest products that might appeal to them,
- ❖ Clean or sanitize work areas, utensils, or equipment.

#### ❖ **RESPONSIBILITIES**

- ❖ Assisting other chefs in the kitchen,
- ❖ Helping with deliveries,
- ❖ Preparing vegetables and meats,
- ❖ Ensure the cleanliness and maintenance of all work areas, utensils, and equipment,
- ❖ Assisting with stock rotation,
- ❖ Prepare all menu items by strictly following recipes and yield guide,
- ❖ Training and learning.

### **EDUCATIONAL ATTAINMENTS**

- ❖ Gramid College Bachelor in Rural Development, Kathmandu Nepal.
- ❖ One-year Diploma in Chinese language and culture, Xian, China.

### **TRAINING**

- ❖ Basic Computer Training,
- ❖ Basic Food Hygiene Level -II Training Course,
- ❖ Basic Fire and Safety Training.

### **PERSONAL PROFILE**

- ❖ Date of Birth : 26 February 1991
- ❖ Sex : Male
- ❖ Nationality : Nepalese
- ❖ Languages know : English, Chinese, Nepali, Hindi and Urdu.
- ❖ Religion : Hindu
- ❖ Civil Status : Unmarried
- ❖ Passport Number : 07926544
- ❖ Passport date of issue : 08 October 2014
- ❖ Passport Expiry date : 07 October 2024

### **Declaration**

I hereby declare that the above information is in the best of my knowledge in the belief. If I get a chance to serve under your kind control, I will prove my ability and work to the satisfaction of my superiors. Hoping for your attention and response.

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