

NIRAJAN KARKI

OBJECTIVE :

I am self-motivated, confident and hard-working person. I have always gained sheer pleasure in taking up challenges and turning them into opportunities. I am an extrovert and enjoy interacting with all kinds of people with a view to building and maintaining mutually beneficial relationships. I believe, I have excellent communication skills that can definitely help in canvassing the business for their organization.

WORK EXPERIENCE:

Nov 2024- Present

**Housekeeping in Roxy Cinema
(Idama Facilities Management Solutions,
Dubai ,UAE)**

Oct 2022- May 2024

**Customer Service Representative
(Dharan Guest House , Biratnagar)**

- Welcome guests warmly, assist with reservations, check-in, and check-out processes, and ensure a smooth and pleasant guest experience.
- Maintain accurate records of guest stays, payments, and service usage while preparing bills and processing transactions efficiently.

May 2020- Jun 2022

**Office Assistant (Aadhunik Pet Industries,
Kathmandu Nepal)**

- Organized office supplies and maintain inventory
- Handled scheduling and appointment
- Coordination for executive team
- Managed front desk operations

Apr 2014- Sep 2019

**Office Administrative Assistant (Jaylaxmi traders
& General Order Suppliers, Harion sarlahi Nepal)**

- Coordinated meetings and events for executives and staff members .
- Handled incoming calls and messages with professional demeanor.
- Managed office administrative tasks such as data entry .

July 2012- March 2014.

**Customer Service and Sales Officer
(Deep Jyoti Adventures Tours and Travels,
Kathmandu Nepal)**

- Identify new market opportunities, domestic and international, for tour packages (treks, expeditions, cultural tours, etc.).
- Build and maintain relationships with existing clients to encourage repeat business and referrals.
- Actively promote the company's tours and special offers through various channels, including social media platforms, to generate new leads and increase brand visibility



CONTACT

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📍 Temporary Address : UAE DUBAI

📍 Permanent Address : Harion-11,Sarlahi
Nepal

PERSONAL DETAILS

- Date of birth: 9th July,1991
- Place of birth: Harion-9, Sarlahi
- Gender: Male
- Nationality: Nepali
- Nepali Driver's license: 2wheeler,
4wheeler

EDUCATION

- Higher Secondary Level Education
2007-2008 (Trinity International College
, Kathmandu)
- Secondary Level Education 2006
(Manakamana Secondary School,
Sarlahi)
- Basic computer courses August 2014 -
Nov 2014
(NCS Computer Education Training Center)
- Intro to Graphic Design with Photoshop
Great Learning Academy July, 2022

SKILLS

- Typing
- Administrative
- Customer service
- Problem-solving
- Communication
- Leadership
- Teamwork

LANGUAGES

- English
- Nepali
- Hindi