

# Curriculum vitae

**ANIL GAIRE**

Doha,



Qatar

Mob/WhatsApp: +974-74447164/33123815

Email ID: gaire.anil.20@gmail.com

Applied For: - **merchandiser or storekeeper.**

## Professional Summary:

An administrative professional having 3 years of experience & offering versatile office skill. A strong leader and problem solver, who readily adapts to change, works independently and exceeds expectations, Able to organize multiple priorities, meet deadlines without compromising quality. Maintains database by entering new and updated customer and account information. Prepares source data for computer entry by compiling and sorting information. Establishes entry priorities. Processes customer and account source documents by reviewing data for deficiencies. Accurate, fast keying skills and sound knowledge of computer applications. Proven ability to collect and manage information efficiently and accurately. Excellent written and verbal communication skills and a strong desire to work hard and perform well.

## Strength: -

An ambitious, honest, young, dynamic, smart, flexible, self-motivated, hardworking, enthusiastic and energetic person and can mingle with the People easily. Having more than 5 years of experience in different jobs career, I have accumulated a knowledge and understanding of organizational civil and structural engineering environment. I take the share of my responsibilities with a great sense enjoying the challenge of new situations and expect to make positive contribution and prove myself as an asset for the organization.

## Educational Qualification:

Level	Institute	Division
S.L.C(10 <sup>th</sup> )	Nalanda public Higher Secondary school - India	2nd
Intermediate	Nalanda public Higher Secondary school - India	2nd
Bachelor	B.U. Bhopal - India	1st

## Training

S/N	Training	Duration	Institute
1.	Basic Computer Course,	3-Month	Bhateja Institute- <b>India</b>
2.	Hardware & Networking	1-Year	Jetking collage Bhopal- <b>India</b>

### **Duties & Responsibilities:**

- Insert customer and account data by inputting text based and numerical information from source documents within time limits.
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Research and obtain further information for incomplete documents
- Apply data program techniques and procedure.
- Scan documents and print files, when needed.
- Keep information confidential.
- Respond to queries for information and access relevant files
- Ensure proper use of office equipment and address any malfunction

### **Experience:**

I have been working in DB city mall Bhopal in the field merchandiser or storekeeper.

I have been working in Al Dikshya group Doha Qatar in the field of cashier.

### **PROFESSIONAL EXPERIENCE:**

#### **DB CITY MALL Consumer Goods (Bhopal INDIA) 2020-2021**

*Role: storekeeper*

*Responsibilities as a storekeeper: -*

- Keeping a record of sales and restocking the store accordingly.
- Managing and training store staff.
- Planning promotional campaigns for new products or specials.
- Ensuring that the store is kept clean and organized.
- Mediating any confrontations between staff and clients, and de-escalating the situation.

*Responsibilities as a Cashier.(1-july-2022 To 15-nov-2023)*

- Operating the point of sale.
- Balancing the cash register and generating reports for credit and debit sales.
- Accepting payments, ensuring all prices and quantities are accurate and providing receipt to every customer.
- Following all store procedures regarding coupons, gift cards or purchase of specific items.

## Consumer Goods (Bhopal INDIA) 2021

*Role: branch in charge*

*Responsibilities: - merchandiser*

- Plan and develop merchandising strategies that balance customers' expectations and company's objectives
- Analyses sales figures, customers reactions and market trends to anticipate product needs and plan product ranges/stock
- Collaborate with buyers, suppliers, distributors and analysts to negotiate prices, quantities and time-scales
- Maximiser customer interest and sales levels by displaying products appropriately
- Produce layout plans for stores and maintain store shelves and inventory
- Forecast profits/sales and plan budgets
- Monitor stock movement and consider markdowns, promotions, price changes, clear outs etc
- Build constructive customer relationships and team with channel partners to build pipeline and close deals
- Remain up to date with industry's best practices

### **Core Skills:**

- Good reading and writing skills.
- Strong grammar and spelling.
- Computer keyboard skills.
- Good communication.
- An ability to work individually and as part of a team.
- The ability to concentrate for long periods of time.
- Attention to detail.
- - Skilled with Windows 10 and above, MS Office, MS Word, Power point, Excel, Access and Outlook

### **Personal Details:**

- Date of Birth: June 20 1996
- Father's Name: Chakara Lal gaire
- Marital status: Unmarried.
- Language Known: English, Hindi, Nepali.
- Visa status: - Working with NOC.
- Passport Details: - 12090617
- QID no: **29652441654**
- Expiry 14/06/2024

### **Declaration:**

I hereby declare that all information given above is true according to best of my knowledge & belief.

- Anil Gaire.



State Of Qatar  
Residency Permit



دولة قطر  
رخصة إقامة

ID.No: 29652441654

D.O.B: 20/06/1996

Expiry: 14/06/2024

Nationality: نيبال

Occupation: عامل

الرقم الشخصي:

تاريخ الميلاد:

الصلاحية:

الجنسية:

المهنة:



الإسم: انل غيري

Name: ANIL GAIRE

Passport Number: 12090617

Passport Expiry: 01/02/2031

Serial No: 30129652441654

Residency Type: عمل

Employer: الدكشيا فود دليفري سيرفيس

رقم جواز السفر:

تاريخ انتهاء الجواز:

الرقم المسلسل:

نوع الرخصة:

المستقدم:

مدير عام الإدارة العامة للجوازات

General Director of the General  
Directorate of Passports

توقيع حامل البطاقة

Holder's signature

Anil



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12090617<ONPL9606209W310201940017703209<<<<16

AGK00062898



अनुक्रमांक  
Roll No. : 180304207

नामांकनांक  
Enrolment No. P180301720004



बैचलर ऑफ कॉमर्स  
Bachelor of Commerce

यतः **अनिल गैरे**  
(आत्मज/अस्तमजा/पत्नी श्री चक्रलाल गैरे, श्रीमती तुलसा गैरे) ने  
बैचलर ऑफ कॉमर्स की उपाधि हेतु निर्धारित पाठ्यक्रम का अध्ययन  
नियमित/ पूर्व/ स्वाध्यायी छात्र/छात्रा के रूप में  
यूनिक महाविद्यालय, भोपाल  
से किया एवं वे निम्नलिखित विषयों की परीक्षा  
सन् २०२० में प्रथम श्रेणी में उत्तीर्ण हुए/हुई।  
अतः इस विश्वविद्यालय द्वारा इन्हें वाणिज्य संकाय के अंतर्गत  
बैचलर ऑफ कॉमर्स की उपाधि प्रदान की गई।  
विषयः 1. आधार पाठ्यक्रम समूह 2. अनिवार्य विषय समूह-लेखांकन समूह व प्रबन्ध  
3. विशिष्टीकरण समूह :- व्यावहारिक अर्थशास्त्र  
4. व्यावसायिक विषय:-

Whereas **ANIL GAIRE**  
(S/o/D/o/W/o Shri **CHAKRALAL GAIRE**, Smt. **TULSA GAIRE**) has  
undergone studies in the prescribed course in the following  
subjects as a Regular/Ex / Private student of  
**UNIQUE COLLEGE, BHOPAL**  
and has passed the examination for the degree of  
**BACHELOR OF COMMERCE**  
held in the year **2020** in **FIRST** Division.  
Therefore he / she has been awarded the degree of  
**BACHELOR OF COMMERCE** under the faculty of commerce  
of this University.

Subject: 1. Foundation Course Group 2. Core Subject Group – Account Group and Management.  
3. Specialization Group :- **APPLIED ECONOMICS**  
4. Vocational Subjects:-

  
कुलसचिव  
Registrar

भोपाल, (म.प्र.) भारत, दिनांक:  
Bhopal, (M.P.) India, Date:

**25 NOV 2021**

  
कुलपति  
Vice-Chancellor




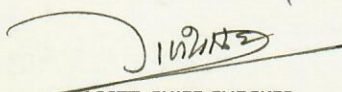
The Govt. of M.P. Education Department vide M.P. Gazette Notification No. F-14/1/88/C-3/38 dated 17th Nov. 1988 has changed the name of Bhopal University to Barkatullah Vishwavidyalaya, Bhopal.

**NO.0005098**

ENTRIES CHECKED & FOUND CORRECT

  
WRITER

  
CHECKER  
(U.D.C. I / JR. SUPDT.)

  
ASSTT. CHIEF CHECKER  
(SR. SUPDT.)

  
CHIEF CHECKER  
ASSTT. REGISTRAR



# CERTIFICATE OF COMPLETION

Awarded to **ANIL GAIRE**

for successfully completing the course At Jetking Bhopal Learning Centre

from 30-JUN-2017 to 29-APR-2019 with Grade **B**

The holder of this certificate has met all educational requirements

of the course known as

**JETKING CERTIFIED HARDWARE AND NETWORKING ENGINEER + CLOUD V1**



Dev Tiwari  
Examining Authority



Suresh Bharwani  
Chairman & Managing Director



Nandu Bharwani  
Joint Managing Director

GRADES : HONOURS (ABOVE 90%); DISTINCTION (80%-89%); A (65%-79%); B (50%-64%); C (Less Than 49%)

COURSE DURATION : 558 Hours  
DATE OF ISSUE : 03-JUN-2019  
PLACE OF ISSUE : MUMBAI(INDIA)



Registered Office: 401, Bussa Udyog Bhavan, Near Sewri Bus Terminus, Mumbai - 400015  
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