

Isaac Gurung

Senior Operations Assistant / Administrator

Motivated professional with 5+ years of experience in Operations Management. Seeking to enhance my professional skills in a dynamic and stable workplace and to solve problems in an effective/creative manner in a challenging position in order to build a long-term career within a company that offers opportunities for career growth and education .



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☎ 0561436159

📍 Dubai, United Arab Emirates

WORK EXPERIENCE

Senior Operations Associate Centrepont, Landmark Group

12/2020 - 02/2023

Dubai, UAE

Achievements/Tasks

- Perform regular stock checks and report any issue to supervisor.
- Monitor inventory level and replenishing stock as needed.
- Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
- Track and maintain discrepancies report, RFID compliance and consolidation compliance.
- Lead a team to manage the diverse workforce and ensure efficient daily operations.
- Mentor and train new employees.
- Assists with inventory, including receiving and stocking merchandise.

Contact : S. Mohammed Zuhurdeen (Business Manager) -
+971 52 429 4625

Operations Cum Procurement Assistant World Stars Technical Contracting LLC - World Star Holding

08/2017 - 10/2020

Sharjah, UAE

Achievements/Tasks

- Coordinate office activities and operations to secure efficiency and compliance to company policies.
- Submit daily reports and prepare presentations/proposals as assigned.
- Work closely with the operations manager to oversee daily business operations.
- Proven experience as an office administrator, office assistant or relevant role.
- Support worker communication with the management team.
- Assist in important policy, planning, and strategy decisions.
- Compile sales reports and distribute them to relevant departments.
- Monitor sales orders and supplier relations.
- Prepare NOC, Agreements letter, Timesheets, PO, Invoice and organize office filing systems effectively.

Contact : Preejesh Nair (Operations Manager) - +971 55 528 0881

SKILLS

Team Management

Excellent communication

Operation Management

Customer Service

Leadership

Team Building

MS Office Suite

Stime ERP

Oracle ERP

Conflict Resolution

Inventory Management

RFID Operation

EDUCATION

Bachelor of Business Studies Shanker Dev Campus, Nepal

2014 - 2018

Nepal

CONFERENCES & COURSES

Web Page Design (2010 - 2011)

Conference/Issuer of the certificate

PERSONAL DETAILS

Date of Birth : 17th September 1994

Nationality : Nepali

Marital Status : Married

Visa Status : Cancelled Resident Visa

INTERESTS

Music Production & arrangement

Photography

Sports

Travelling

Gym

Cooking