

**Curriculum Vitae**

Address- C/O William Leong, Leong Villa, Lower Jail Road, Shillong 793001.

Mobile no. +918575009253, Email: chris.aphune@gmail.com

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**Personal Profile:**

Full Name: Christopher Leong.

Age: 34 Years.

Date of Birth: 03/05/1986.

Gender: Male.

Marital Status: Married.

Language known: English, Hindi, Khasi and Chinese.

**Career Objective:**

I am a dedicated person who would like to use my skills and education for an establish organization where I can increase the company's reputation and profitability. I am currently seeking for a suitable position in your esteem organization for long term growth.

**Work Experience:**

1. **Barclays Shared Services-** Noida 2008-2009 (16 months)

* Outsourced the International Regular Payments from England to India.
* Create, amend, suspend and cancellation of Standing orders.
* Verifying and confirming the payments received by the client's beneficiary.
* Customer feedback follow ups.
* Make sure of smooth daily operations.

**2. Kimling Restaurant-** Shillong (General Manager) 2010-present.

* My main responsibilities are to make sure everything is organized so that meals go out on time.
* I make sure that work area remains clean and orderly.
* My primary role is to oversee the preparation, cooking and presenting dishes.
* I enforce strict health and hygiene standards in the kitchen.

**3. Sales Marketing-** Distributor for Wella Private Ltd, Godrej Private Ltd and

Kanpeki Private Ltd Shillong (2020 -present).

* My main responsibilities are to survey the market and meet the client’s requirement.
* Get Demo appointments so that we can displays our range of products and also convincing the clients why they should choose our products.
* Increase sales by explaining to the clients how scheme and offer can benefit them in the long run.
* Making sure that the products in demand are always avails to the clients.
* Providing Customer Support to the Clients whenever needed.

**Work Achievement Awards:**

* I've successfully outsourced a process and trained the team to which I've been assigned.
* Training Completion Award in England.
* White Ribbon Training Completion Award.
* Green Ribbon Training Completion Award.
* Twice Awarded Employee of the month.
* Twice Awarded Employee of the week.
* An Appreciation letter with an article from Barclay's Magazine from Onshore Clients.
* Nearly 10 years of rich managerial experience in hospitality industry.

**Qualification:**

* Indian Certificate of Secondary Education 10th Standard from St Edmund's School, Shillong.
* Meghalaya Board of Secondary Education 12th Standard from St Peter's School Shillong.
* Madras University - Bachelor of Arts in Economics from Loyola College, Chennai, Tamil Nadu.

**Skills:**

* **Internship** with the **National Aviation Company of India LTD. Indian Airlines** (Chennai).
* Completed computer courses in Excel, Desktop publishing (DTP), Tally - ERP from Ramakrishna Mission Shillong.

**My Strengths:**

* Good oral and written communication skills.
* I am confident.
* Quick in solving client’s problems.
* A fast learner and a hard worker.
* Proficient in Microsoft Office, Tally ERP, and Desktop Publishing.
* Strong interpersonal Skills.
* Willing to work extra hours in order to complete the assigned task.
* Positive attitude and self-motivated.
* Can communicate fluently in English, Hindi, Khasi and Chinese.

(*I declare that the information above is correct and complete to the best of my knowledge*)