

MR. GANESH KHADKA
SALES ASSOCIATE /
HR & ADMIN ASSISTANT
/ BARISTA



DOHA, QATAR.

Email : ganeshkaji308058@gmail.com

Mobile: +974 30441196 / 30472026

Qatar ID : 28952438856

Visa Status: Working Visa (Transferable Sponsorship)

CAREER OBJECTIVE:

Seeking a suitable position with **2 Year** experience **SALES ASSOCIATE & 06 years** of experience of services as **HR & ADMIN ASSISTANT** (Gulf Experience) And trained **BARISTA** where I can utilize my knowledge to the company / organization and performed my duties to the utmost satisfaction of my superiors and a strong background of working collaboratively.

KEY STRENGTH:

- Welcomes customers by greeting them: offering them assistance.
- Conducted Fast and Friendly Service.
- Worked as a team to accomplish certain daily tasks and store goals.
- Developed improved communication skills.
- Helped guests with problems including locating products and pricing issues.
- Experienced handling cash, checked, and debit/credit card transactions.
- Total commitment and dedication to the company / organization in a systemized manner.
- Self-confidence and grasping power, ability to get along with people well trustworthy.
- Time management skills with the ability of effective multi-task and work to tight deadlines.
- Generate HR and Admin reports as needed.
- Monitoring of site activities & workers management.
- Having ability on problem solving, creativity, communication, team working, work under stress etc.

EDUCATION

- Successfully completed Higher Secondary Certificate (H.S.C) in Nepal.
- Successfully completed Microsoft Office Package (Word, excel)

LANGUAGE SKILLS:

- Fluent in English, Nepali, Hindi.
- Basic knowledge in Arabic.

SPECIAL AWARDS:

- Certificate of appreciation in years 2019 best Site HR in Hassanesco Company.

CAREER HISTORY:

- Company : Bin Sraiya Ready mix W.L.L. Qatar.
Position : Sales Associate
Duration : August 2021 – till present.
- Company : Hassanesco Trading & Contracting W.L.L. Qatar.
Position : Site HR. / Timekeeper
Duration : November 2014 – June 2021

PERSONAL DETAILS:

- Name with Initial : G. Khadka
- Gender : Male
- Local Address : Doha, Qatar.
- Date of birth : 10th January 1989
- Passport No : PA0909953
- Marital Status : Married
- Nationality : Nepal

I certify that the above details given are true and correct.
Regards,

Ganesh Khadka.