

MR. GANESH KHADKA
LOGISTIC COORDINATOR / DISPATCHER & SALE ASSOICATE
HR & ADMIN ASSISTANT / TIMEKEEPER
SECURITY SUPERVISOR & BARISTA
DOHA, QATAR.

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Qatar ID : 28952438856

Visa Status: Working Visa (Transferable Sponsorship)



SUMMARY

Hardworking and passionate job seeker, with strong organizational skills eager to secure entry-level suitable position, with certified barista and **2 years** of **LOGISTIC COORDINATOR /DISPATCHER & SALE ASSOICATE** and **07 years** of experience of services as **HR / ADMIN ASSISTANT,TIMEKEEPER & SECURITY SUPERVISOR** (Gulf Experience) and **6 Years** of experience **MILITARY SERVICE** (Nepal Army) 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.

SKILLS

- Creativity
- Communication
- Team working
- Coordinating Work Orders
- Problem solving
- Time management skills
- Shipping procedures
- Quality assurance
- Transportation and logistics
- Supply chain management
- Dispatching
- Schedule Coordination
- Oracle Warehouse Management
- Customer service
- Prepare HR and Admin reports as needed.
- Operating Procedure Updates
- Quality Assurance Controls
- Ability to work under stress
- Espresso & latte art
- Knowledge of coffee

WORK EXPERIENCE

Bin Sraiya Ready mix WLL

LOGISTIC COORDINATOR /DISPATCHER & SALE ASSOCIATE Aug. 2021 –Oct.2023

- Plan shipments based on product availability and customer requests
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Worked as a team to accomplish certain daily tasks.
- Experienced handling cash, checked, and debit/credit card transactions.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Maintained excellent attendance record, consistently arriving to work on time.
- Identified issues, analyzed information and provided solutions to problems.
- Track orders to ensure timely deliveries
- Prepare shipping documents (like invoices, purchase orders and bills of lading)

- Coordinate our supply chain procedures to maximize quality of delivery
- Schedule shifts for our drivers and warehouse staff
- Maintain updated records of orders, suppliers and customers
- Oversee the levels of our warehouse stock and place orders as needed
- Provide information to customers about the status of their orders
- Used coordination and planning skills to achieve results according to schedule.
- Actively listened to customers, handled concerns quickly and escalated major issues to supervisor.
- Maintain customer relations by acting and speaking in a professional, courteous manner all times.
- Manage drivers and plants work schedules.
- Carried out day-day-day duties accurately and efficiently.
- Worked flexible hours; night, weekend, and holiday shifts.
- Performed duties in accordance with applicable standards, policies and regulatory guidelines to promote safe working environment.
- Welcomes customers by greeting them: offering them assistance.
- Helped guests with problems including locating products and pricing issues.
- Conducted Fast and Friendly Service.
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Hassanesco Trading & Contracting WLL

HR/Admin Assistant, Timekeeper & Security Supervisor, Nov.2014- Jun.2021

- Maintain employee records (soft and hard copies)
- Update HR databases (e.g. new hires, separations, vacation and sick leaves)
- Maintained employee privacy and protected payroll operations by keeping all information confidential.
- Prepare paperwork for HR policies and procedures
- Process employees' requests and provide relevant information
- Coordinate HR projects, meetings and training seminars
- Collaborate with the Recruiter to post job ads on careers pages and process incoming resumes
- Manage the department's telephone center and address queries accordingly
- Prepare reports and presentations for internal communications
- Provide orientations for new employees by sharing onboarding packages and explaining company policies
- Verified timekeeping records and handled any discrepancies with employees.
- Responded to employee questions and requests for information in timely and knowledgeable fashion.
- Researched and resolved time discrepancies.
- Issuing HR related memorandum as instructed by the General Manager.
- Provide senior management and other with various types of reports.
- Perform other tasks related as delegated by Manager.
- Work closely with management and employees on all grievance issues within the company.
- Supervise security guards & Maintain daily records.
- Learn their place of employment Lead emergency response drills.
- Perform investigations and hold interviews.
- Conduct inspections for physical and safety hazards.

NEPAL ARMY

SOLDIER, Nov.2007- May.2013

- Participate in, or support, military operations, such as combat or training operations, or humanitarian or disaster relief.
- Operate, maintain, and repair equipment.
- Perform technical and support activities.
- Supervise junior enlisted personnel.
- Undertake military duties as directed by superior officers
- Perform guard and sentry duties
- Carry out patrolling as assigned
- Perform military drills and other training activities
- Conduct weapon handling and firing practice
- Undertake combat duties in the event of conflict
- Maintain a high level of physical fitness
- Provide medical assistance to colleagues
- Carry out administrative tasks

ACHIVEMENTS

Certificate of Appreciation, 11th May 2019
Hassanesco Trading & Contracting WLL

CERTIFICATION

Safety Officer
Fire Warden
Basic First Aid & CPR
Basic Fire Fighting
Barista

LANGUAGE

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

EDUCATION

School Leaving Certificate (SLC), 1995 – 2007
Shree Jana Sewa Higher Secondary School Surkhet Nepal,