

**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)

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## 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 **MILTERY 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.

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## SKILLS

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| <ul style="list-style-type: none"><li>• Creativity</li><li>• Communication</li><li>• Team working</li><li>• Coordinating Work Orders</li><li>• Problem solving</li><li>• Time management skills</li><li>• Shipping procedures</li><li>• Quality assurance</li><li>• Transportation and logistics</li><li>• Supply chain management</li></ul> | <ul style="list-style-type: none"><li>• Dispatching</li><li>• Schedule Coordination</li><li>• Oracle Warehouse Management</li><li>• Customer service</li><li>• Prepare HR and Admin reports as needed.</li><li>• Operating Procedure Updates</li><li>• Quality Assurance Controls</li><li>• Ability to work under stress</li><li>• Espresso &amp; latte art</li><li>• Knowledge of coffee</li></ul> |
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## 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**

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**Certificate of Appreciation**, 11<sup>th</sup> May 2019

HassanESCO Trading & Contracting WLL

## **CERTIFICATION**

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**Safety Officer**

**Fire Warden**

**Basic First Aid & CPR**

**Basic Fire Fighting**

**Barista**

## **LANGUAGE**

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

## **EDUCATION**

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**School Leaving Certificate (SLC)**, 1995 – 2007

Shree Jana Sewa Higher Secondary School Surkhet Nepal,