

## Akash Deep Poudyal

Old Airport (Doha) Qatar

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### **OBJECTIVE :**

Keen to learn through observation as well as execute & accomplish my duties & responsibility assigned to me with sincerity and integrity in a company where my abilities resourcefulness will contribute towards accomplishment of company goal and continually improve my competency.

### **EMPLOYMENT & WORK HISTORY:**

**Employer : AbuIssa Holding Co. (Hitachi/Midea/ORYX, MABE)**

Address : Qatar

Position : Salesman

Inclusive dates : From February 2023 to Current

**Employer : Mannai Trading Company (Toshiba, TCL, Bompani, Moulinex)**

Address : Doha Qatar

Position : Sales Coordinator / Sales Merchandiser

Inclusive Dates : October 2015 to February 2020

### **Duties and responsibilities**

- ❖ Provide the customer service
- ❖ Weekly schedule to all team member
- ❖ Stock ordering as per different outlet requested.
- ❖ Delegate task to team as per required.
- ❖ Co-ordinate with team to increase the daily sales
- ❖ Create the friendly environment with colleague as well management
- ❖ Report daily basis sales report to the manager
- ❖ Ensuring stock levels are well maintained.
- ❖ Handling customer complains and report to higher management.
- ❖ Updated stock delivery
- ❖ Ensure each and every mail to respond on time.
- ❖ Responsible for stock take preparation
- ❖ Participate in stock inventory & maintain the minimal shrinkage.
- ❖ Ensure company Rules procedures are followed at all time.

### **EMPLOYMENT & WORK HISTORY:**

**Employer : Western International Marketing (GEEPAS)**

Address : Doha Qatar

Position : Sales and Marketing

Inclusive Dates : June 2007 to December 2010

### **Duties and Responsibilities**

- ❖ Finding suitable outlet for company product.
- ❖ Dealing with vendor.
- ❖ Informed stock availability to the vendor.
- ❖ Prepared the product as per LPO.
- ❖ Dealing with vendor regarding promotion or any special offer.
- ❖ Communicate to manager about the product defectives.
- ❖ Daily sales report to higher management.
- ❖ Raise the vendor complain to manager.
- ❖ Market analysis and report to manager.
- ❖ Competitor analysis and report to manager.
- ❖ Stock take preparation.

### **ACADEMIC QUALIFICATION:**

- ❖ Institution : Umlabari Multipal Collage, Morang, Nepal
- ❖ Study Level : Intermediate (PCL)
- ❖ Board/University : HMG

### **TRAININGS & SEMINARS ATTENDED:**

- ❖ Computer Course : Basic Computer Course )
- ❖ Driving license : Light Vehicle (Qatar) **Valid : Till 31/01/2028**

### **Language skills**

- ❖ English : Fluent (Read, Write & Speak)
- ❖ Hindi : Fluent (Read , Write & Speak)
- ❖ Arabic : Moderate (Speak only )
- ❖ Nepali : Mother tongue

### **HIGHLIGHTS OF QUALIFICATION:**

- ❖ Can easily adapt to a new working environment.
- ❖ Honest, hardworking and friendly.
- ❖ Proficient in computer skills.
- ❖ Skills in providing high quality customer service.
- ❖ Good communication skills.
- ❖ Good organizational and time management skills.

### **PERSONAL DATA:**

- ❖ Name : Akash Deep Poudyal
- ❖ Nationality : Nepalese
- ❖ Gender : Male
- ❖ QID Status : Valid
- ❖ Visa Status : Resident
- ❖ Civil Status : Married
- ❖ Home Address : Umlabari-09, Morang

**DECLARATION:** I hereby certify that the above information is true and correct to the best of my knowledge and belief.

**Akash Deep Poudyal**