

CURRICULUM VITAE

Mr. Padam Bahadur Thapa

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PASSPORT NO: 12344335

OBJECTIVE

- To seek a challenging career by occupying a suitable position as an SALES/STOREKEEPER/DRIVER/MERCHANDIER,SUPERVISOR at MECHANDISER for utilizing my organizational skills and experience to contribute towards the progress of the organization and at the same time has the professional growth and development of my career.
- Helped company to attain the highest customer service ratings and earned excellent marks in all categories including communication skills, listening skills, problem resolution and politeness.

EDUCATIONAL QUALIFICATIONS

High School Graduate

PROFESSIONAL EXPERIENCE

- 1. Merchandiser & Salesman in Valmax Trading Co.W.L.L Jan 2020 to Till 2023 April**
- 2. Driver at Valmax Trading W.L.L –SEP 2016 TO Till 2019 Dec**
- 3. Storekeeper at Valmax Trading W.L.L – August 2014 Till August 2016**
- 4. Control Room Operator in GOLD COIN COMPANY in Malaysia . -2012 to 2014**
- 5. Storekeeper in Sejong Emirates Company in Dubai -AUG 2006 to Dec 2011**
- 6. SUPERVISOR in ALKHAZAN TRADING CO.W.L.L May 2023 to Till Now**

WORKING EXPERINCES

- Deep Knowledge in Microsoft Office.

- Report to warehouse invoices and checking invoices.
- Handling of stocks In / Out Ledger
- Data entries to ledger and follow up stocks shortages.
- Posting in Production List
- Manage to store staff and Packing staff.
- Stocks Report to Sales Man and Manager.
- Miscellaneous Duties that assigned by Supervisor & Manager.

COMPUTER PROFICIENCY

- MS Office
- Tally ERP.9
- TASK Accounting Software

LANGUAGES KNOWN

- English : Fluent
- Hindi : Fluent
- Arabic : Basic

PERSONAL INFORMATION

Name	:	Padam Bahadur Thapa
Passport Number	:	12344335
Date of Birth	:	31/08/1984
Gender	:	Male
Marital Status	:	Marriage
Nationality	:	Nepal

DECLARATION

The above information provided is correct to the best of my knowledge and belief. I shall be grateful if you provide me the chance to work with you. I shall work to best of my abilities and your expectations

Padam Bahadur Thapa