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Doha, Qatar
 'can relocate as per requirement

LANGUAGES

Nepali Native or Bilingual Proficiency

English Full Professional Proficiency

Hindi Full Professional Proficiency

Arabic Limited Working Proficiency

DOCUMENTS

Driving Licence Valid 4 Wheeler Qatari Licence

HIGHLIGHTS

Teamwork
Problem-solving
Attention to detail
Communication
Time management
IT Skills

Ganesh Kumar Yadav

Seeking a position to utilize my skills, knowledge and abilities which I have gained through my professional experience, academics, by concentrating on my areas of specialization and enhancing professional growth while being resourceful, innovative and flexible to bring profit & growth for the organization.

WORK EXPERIENCE

Admin Messenger Auto Site Spare Parts Center W.L.L

1/2022 - Present

A reputed multi outlet auto parts supplier company

Responsibilities

- Support to bring office stationeries, utilities from markets and help to distribute to the concerns as said by logistic staffs.
- Support admin and finance to exchange cheques, make draft, and picking and dropping the documents from one end to another.
- Distribute letters, messages following the guidance of management Support the team by providing administrative and clerical support as requested, including in preparing, copying, collating, binding, filing, distributing documents, mail, and notifications as instruction.
- ^a Sort deliveries and pick up mail from various offices on the premises at regular intervals.
- Keep records as required, General clerical assistance;
- Provide administrative and logistical support to CONIG projects and Operations Unit in the office relocation, reorganization and movement/rearrangement of office equipment/furniture and support.

Sales Executive

Al Maaref International Trading Co. W.L.L

9/2015 - 10/2021

Doha, Qatar

Doha, Qatar

A reputed stationery, office consumables, equipment & furniture supplier & printing press company

Responsibilities

- ^a Identify and pursue potential customers or clients through various sales channels
- Researching prospects and generating leads.
- Preparing and sending quotes and proposals.
- ^a Managing the sales process through specific software programs.

SKILLS

- ^a Excellent customer service and sales skills.
- ^D Strong verbal and written communication.
- Excellent phone and presentation skills.
- ^a Proficiency in Microsoft Office, CRM, and sales software programs.
- ^a Good negotiation and problem-solving skills.

EDUCATION

SLC

R N A Higher Secondary School - 2008

Pipra mohattary, Nepal

Higher Secondary Board, +2

Rajarshi Janak High School -2010

Janakpur, Dhanusha