



ROHINI PRASAD PAUDEL

📍 Doha Qatar
☎ +974-33323976
✉ prasaspaul44@gmail.com

PROFILE

I am seeking employment with a company where I can grow professionally and personally. I seek challenging opportunities where I can fully use my skills for the success of the organization. I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities. I am very much confident, I am capable of contributing more towards the betterment of your reputed organization while gaining invaluable experience in my fields of interest.

SKILLS

- Microsoft Excel
- Microsoft Word
- PowerPoint
- Good Communication Skills
- Ability to work in a multicultural organization
- Strong Problem solving and analytical skills
- Customer oriented
- Well organized & Enthusiastic
- Excellent communication and convincing skills
- Multi-tasking

EMPLOYMENT

SALESMAN, 11/2024 - Current

Ugur Gurbuz Food and Trading, Lusail

- Developing and maintaining positive relationships with customers
- Providing product information to customers
- Understanding customer needs and interests
- Identifying potential customers
- Making sales presentations and product demonstrations
- Ensuring customer satisfaction and offering timely follow-up
- Keeping up-to-date with product developments
- Developing and implementing sales strategies
- Negotiating contracts and closing sales
- Tracking sales performance and reporting to management

SALESMAN, 05/2019 - 04/2023

KM Trading, Dubai

- Developing relationships with new and existing clients or customers
- Devising new sales strategies to increase profits
- Being available to customers to answer queries or respond to complaints

MERCHANDISER, 05/2016 - 04/2019

KM Trading, Dubai

- Ensure that stores, shelves or websites are stocked with the right types and quantities of products
- Display, arrange, price, and rotate products in store
- Maintain store shelves by removing dated or damaged products
- Monitor store inventory based on sales and intake

DOCUMENT CONTROLLER, 06/2013 - 04/2016

London Business Group, Dubai

- Copy scan and store documents, Check for accuracy and edit files
- Distribute project related documents to internal teams
- File documents in physical and digital records
- Manage the flow of documents within the organization
- Maintain confidentiality around sensitive information and terms of agreement

CAMP BOSS, 04/2009 - 05/2012

Anatolia Turkish Grill, Dubai

- Developing and Implementing camp policies and procedures
- Supervising and trading camp staff
- Maintaining a safe and enjoyable environment for campers
- Ensuring health and safety regulation are adhered to
- Managing budgets and resources
- Organising and coordinating camp activities
- Monitoring and evaluating camp performance
- Maintaining accurate record-keeping

FOREMAN, 01/2005 - 02/2008

Drabzin Co, Doha

- Manage the schedule of Driver and labours
- Follow up with production factory to maintain the delivery of goods is on time
- Manage schedule with customer
- Check work report physically on work site
- Prepare daily report
- Prepare work schedule for factory and sites

HOUSE DRIVER, 02/2001 - 02/2003

Moja al diyab, Al hilal Doha

- Transport family members to activities, appointments, and errands as needed
- Monitor driving conditions and ensure vehicle is in good working order
- Maintain the cleanliness of the vehicle and ensure that it is fueled and serviced regularly
- Follow the family's agreed-upon policies on using the family vehicle
- Run errands for the family, such as shopping and postal pick-up

EDUCATION

Reliance International Academy, Kathmandu, Nepal, 05/1998
Higher Secondary School Certificate

LANGUAGES

- English
- Arabic
- Hindi
- Nepali

**PERSONAL
INFORMATION**

- Date of Birth: 03/26/81
- Gender: Male
- Nationality: Nepal
- Visa Status: Freelance Visa