



## PROFILE SUMMARY

- A result -Oriented professional with **over 10 years of experience in Sales and Mechandising field**. An ambitious, hardworking personal with excellent interpersonal, analytical, team building, multi-tasking skills with capabilities task amidst tight deadlines.

**Having Qatar Valid Car Driving License**

**BALRAM CHAUHAN**

Position applying for: Supervisor any equivalent position

Mobile number: +974 33088193

Email Address: chauhanbalram200@gmail.com

### PERSONAL INFORMATION:

- Date of Birth: 28 Jan 1990
- Marital Status: Single
- Nationality: Nepalese
- Present Address: Doha Qatar
- WhatsApp: +974-33088193
- Languages: Arabic, English, Hindi, Nepali, Maithili

### AREAS OF EXPERTISE:

Supervising  
Good Communication  
Customer Service skills  
Negotiation skills  
Leadership  
Teamwork

### IT SKILL SET:

Email & Internet  
MS Office  
Documentation & Management

### EDUCATION

- Bachelor in **commerce** from Tribhuwan University, Kathmadu, Nepal.
- Diploma Financial Accounting from New A to Z Institute, Janakpur-Nepal.
- Intermediate in Commerce from Tribhuwan University, Kathmandu-Nepal.
- Matriculation (X) from Office of controller & Examination Board, Kathmandu, Nepal

### EXPERIENCE - QATAR

AL DANA TRADING GROUP | DOHA, QATAR | Sep 2016 – Present

Position: Sales Man

Job Responsibilities:

- Visiting Malls & Supermarket to check items in stock and enchanting LPO for the goods to be delivered.
- Monitoring sales and identifying any losses or stock wastage.
- Briefing staff on stock display and rotation to ensure every space is optimized
- 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.
- Optimize sales volume and profitability by identifying profitable lines and bestsellers.
- Make recommendations for promotional strategies using sales and pricing data.
- Work and communicate with buyers, suppliers, stores, and distributors.
- work closely with visual display staff and department heads to decide how goods should be displayed to maximise sales
- Identify production and supply difficulties and deal with any problems or delays as they arise.

## DECLARATION:

I hereby declare that the above specified details are true and Correct to the best of my knowledge and my belief.

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Balram Chauhan

## EXPERIENCE - NEPAL

M.G ENTERPRISES-STEEL INDUSTRY | JANAKPUR NEPAL | Jul 2011 – Sep 2015

Position: Assistant Accountant

Job Responsibilities:

- Collecting cash from all sources & deposits.
- Receiving indent form & dispatched goods/materials from store.
- Collecting Performa invoice/quotation from vendors/suppliers for the order.
- Issuing “Goods Receipt Note (GRN)” after receiving purchase goods.
- Monthly Report regarding expenses, income, receivable & payable.
- Recording of day to day transactions in accounting software & in excel sheet.
- Preparing monthly reports & graph sheets in excel.