



# Hari Narayan Mukhiya

Al wukair qatar

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## Objective

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Storekeeper with experience computer, word, excel, parts, inventory control, customer service including service writing, Receiving while checking for contraband and accurate accountability. Receiving in the computer assuring accurate billing. Delivering all supplies to compound, ability to supervise and prioritize as needed.

## Experience

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- Surya enterprises pvt.Ltd kathmandu nepal** 01-2022 - 11-2024  
Storekeeper  
Responsibilities:  
Inventory Management:  
Tracking and managing the stock of parts, including receiving new shipments, organizing storage areas, and ensuring accurate inventory records.  
Order Fulfillment:  
Accurately and efficiently fulfilling customer orders for parts, whether it's for service technicians, retail customers, or other dealers.  
Stock Control:  
Monitoring inventory levels, identifying potential shortages or overstocking, and coordinating with suppliers for replenishment.  
Order Processing:  
Entering and processing orders, ensuring accurate billing, and preparing shipments.  
Computer Skills:  
Proficiency in using computer systems for inventory tracking, order processing, and other tasks.  
Communication and Interpersonal Skills:  
Working with technicians, customers, and suppliers, requiring good communication and interpersonal skills.  
Physical Requirements:  
May involve lifting and handling parts, requiring a certain level of physical strength.
- Atlantic Medical and Lab Supplies Doha Qatar** 04-2025 -  
Sales Executive  
Medical Sales Representatives are responsible for promoting and selling medical products or services to healthcare professionals, hospitals, and clinics. They build relationships with clients, provide product demonstrations, and ensure customer satisfaction. Junior representatives focus on learning the products and building initial client relationships, while senior representatives and managers oversee larger territories, mentor teams, and develop sales strategies to drive revenue growth.

## Education

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- Shree Rastrya secondary school Rupaith Belhi** 2016  
High school diploma
- Everest computer training institute** 2021  
DFA
- STTC janakpurdham Nepal** 2018  
MLT

## Skills

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- Customer Service
- Cash Handling
- Point of Sale
- Merchandising
- Inventory Management
- Data Entry
- Receipt Processing

- Financial Reporting
- Problem Solving
- Computer literacy

## Languages

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- English
- Hindi