



# MOHAN KUMAR THAPA

SALES EXECUTIVE/MERCHANDISER/DRYFOOD SUPERVISOR

## CONTACT

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Doha, Qatar

## EDUCATION

2014 - 2016

DIPJAN ENGLISH HIGHER ENGLISH SCHOOL

- +2 HSEB Board of Nepal

2012 - 2014

DIPJAN ENGLISH HIGHER ENGLISH SCHOOL

- SLC School leaving certificate

## SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking
- Administrative and Organizational expertise.
- Creativity.

## COMPUTER

- MS word
- excel
- Power point

## LANGUAGES

- English (Fluent)
- Arabic
- Hindi

## PROFILE

Hardworking dedicated person seeking for a challenging position in sales marketing with progressive organization that provides scope to update skills and be the part of team which dynamically works towards the organization and provides job satisfaction.

## WORK EXPERIENCE

### Charlotte trading and contracting

Sales and Merchandiser

2021 - PRESENT

- Meet or exceed sales targets by promoting and selling products to customers.
- Build and maintain strong relationships with customers to encourage repeat business.
- Stay updated on the latest product offerings, pricing, and features to provide knowledgeable advice to customers.
- Negotiate prices and terms with customers, and close sales effectively.
- Handle customer orders, process transactions, and manage invoicing.
- Ensure that products are displayed in an appealing and accessible way to encourage customer engagement and sales. This could involve setting up displays, shelves, and racks.
- Monitor inventory levels and restock shelves or displays to ensure product availability. Alert managers to low stock or the need for new inventory.
- Arrange products to follow company guidelines or seasonal trends, ensuring the store layout is aesthetically pleasing and easy for customers to navigate.

### ALMEERA CONSUMER GOODS.CO

Section Supervisor

2016 - 2021

- Oversee the grocery section staff, including cashiers, stockers, and sales associates.
- Assign tasks and ensure that staff are performing duties according to store policies.
- Provide training and guidance on product knowledge, customer service, and store procedures.
- Monitor stock levels and ensure that shelves are well-stocked and organized.
- Conduct inventory counts and report discrepancies or low stock levels to management.
- Work with suppliers and vendors to manage product orders and deliveries.
- Address customer concerns and complaints in a professional and timely manner.
- Assist customers with product selection, locating items, and providing information.
- Monitor sales and ensure that promotional displays are set up according to plan.
- Coordinate with marketing and management to implement special sales or discounts.
- Maintain records of sales, inventory, and employee performance.
- Provide regular updates to management about the performance of the grocery section.

PERSONAL DETAILS

- Age-1996/09/29
- Marital status-Married
- Nationality-Nepalese

Gorkha liquor import and Export.PVT.LTD

2014 - 2016

van sales

- Engage with customers to sell a range of products directly from the van, meeting their needs based on the inventory available.
- Highlight special offers, discounts, or new items, encouraging customers to make purchases on the spot.
- Develop strong, ongoing relationships with customers to ensure repeat business and customer loyalty.
- Handle payments for products sold, often processing cash, card payments, or even managing credit accounts for regular customers.
- Take customer orders and ensure products are delivered in a timely manner, sometimes from the van or directly to the customer.
- Plan daily or weekly routes for deliveries and sales visits, ensuring that the schedule is optimized to maximize sales opportunities.