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Near Barwa Madinatna E03, 7 Doha Express Hwy, Doha

**Beneficiary QID:** 29352455295

**Passport no:** PA2120480

**Visa:** Transferable working visa with NOC (Can join immediately)

**Driving license:** Valid Nepal issued

## Education

### Bachelor of Business

Tribhuvan University

Nepal commerce campus(NCC)  
Kathmandu, Nepal

### Higher secondary School

Orient Academy

Kathmandu, Nepal

## Expertise

- Sales promotion
- Communication Skills
- Team Coordination
- Customer Service
- Time Management
- Problem Solving
- Cash Handling

## Language

- Nepali
- English
- Hindi

# AMIT RANA

## Sales promoter/Coordinator

### Profile

- Dynamic and customer-focused Sales Promoter & Coordinator with experience in sales support, customer service, team coordination, and promotional activities. Skilled in handling client inquiries, coordinating daily operations, maintaining sales records, and supporting business growth through effective communication and teamwork. Strong ability to work in fast-paced environments while ensuring excellent customer satisfaction and smooth coordination between departments. Proficient in MS Office, reporting, scheduling, and administrative support with a professional and positive attitude.

### Work Experience

2024

-

2026

#### Zak's Trading Qatar

##### Sales promoter/Coordinator

- Coordinated daily sales promotion activities and supported the sales team in achieving targets.
- Assisted customers with product information and maintained excellent customer service.
- Ensured professional presentation and brand promotion at all times.
- Handled scheduling, follow-ups, and administrative support for smooth operations.

2021

-

2023

#### Bhatbhateni Supermarket Nepal

##### Sales Associate Cum Cashier

- Assisted customers with product selection and provided excellent customer service.
- Handled cash, card, and online payment transactions accurately.
- Resolved customer inquiries and complaints professionally.
- Supported smooth daily store operations in a fast-paced environment.

2018

-

2020

#### ABR online shop

##### Sales and Digital marketing

- Promoted products and services through direct sales and digital marketing platforms
- Managed social media accounts and created engaging promotional content.
- Communicated with customers and responded to inquiries professionally.
- Supported marketing strategies to achieve business growth and sales targets.

## Declarance

I hereby declare that the above mentioned are true and correct to the best of my knowledge and belief.