**CURRICULUM VITAE**

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DEEPAK

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**CAREER OBJECTIVE:**

To be able to have an opportunity to practice and conduct my acquired skill and knowledge in a manner compatible with the dignity of my profession, and to be able to meet new challenge that would promote constant learning and professional maturity.

**PROFESSIONAL PROFILE:**

* A Reliable, adaptable and loyal person who posses excellent communication and personal skills.
* A self motivate person with enormous energy and determination
* Attentive and details enthusiasm, strong determination with positive perception.

**EDUCATIONAL QUALIFICATION:**

* B.B.S.
* + 2
* S.L.C.

**WORKED EXPERIENCE:**

* 03 Years Worked Experience as a **Office Assistant at China Trade Multipurpose Co-operative Ltd.**
* 02 Years Worked Experience as a **Cashier at China Trade Multipurpose C0-Operative Ltd.**
* 02 Year Worked Experience as a **Loan Department at China Trade Multipurpose C0-Operative Ltd.**
* 02 Years Worked Experience as a **Front Desk In charge at China Trade Multipurpose Co-Operative Ltd.**
* 01 Year Worked Experience as a **Marketing Department Handling at China Trade Multipurpose Co-Operative Ltd.**
* 02 Years Worked Experience as a **Driver in Nepal**

**DUTIES & RESPONSIBILITY:**

* answer phones and transfer to the appropriate staff member
* take and distribute accurate messages
* greet public and clients and direct them to the correct staff member
* coordinate messenger and courier service
* receive, sort and distribute incoming mail
* monitor incoming emails and answer or forward as required
* Hard working and result oriented.
* Fast leaner and self motivated.
* Can train and motivate junior staff
* Managing day-to-day operations of the store
* Handling local incoming and outgoing mails
* Ensure all inventory and stock management systems are maintained accurately, within the agreed parameters and in a timely manner
* Responsibility for purchasing and the “in-stock” levels within the agreed inventory parameters.
* Purchase inventory within the agreed budgets.
* Immediately alert the Retail Manager and Pharmacy Manager when a budget is exceeded.
* Maintain a process for returns. Manage a defined area in the storeroom for returns/credits. This area will include out of dates, damaged and un-saleable goods.

**SPECIAL SKILLS:**

* Office Management
* Cash Management
* Loan Management
* Store Management
* Marketing Handling

**PERSONAL INFORMATION:**

* **Nationality :** Nepal
* **Date of Birth :** 20-Jan-1990
* **Religion: :** Hindu
* **Gender :** Male
* **Marital Status :** Single

**LANGUAGES SKILL:**

* English
* Hindi
* Nepali

**DECLARATION:**

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