**DEEPAK**

Email: [deepak.339182@2freemail.com](mailto:deepak.339182@2freemail.com)

**CAREER OBJECTIVE:**

Seeking a position to utilize my skills and abilities in the Commerce and Management Industry that offers professional growth while being resourceful, innovative and flexible. I want to work in the environment where I can give my best and get the best.

**PROFESSIONAL PROFILE:**

* A Reliable, adaptable and loyal person who possess 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(Bachelor Of Business Studies, Account Management)
* + 2 ( Inter College Education)

**WORKED EXPERIENCE:**

* 02 YearsWorked Experience as a **Office Assistant at China Trade Multipurpose Co-operative Ltd.**
* 02 YearsWorked Experience as a **Cashier at China Trade Multipurpose C0-Operative Ltd.**
* 01 YearsWorked 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.**

**DUTIES & RESPONSIBILITY:**

* Front Desk In-charge/Customer Servicing In-charge.
* Office Assistant job as file entry, management of meeting avenue, proposal, documentation.
* Office Coordinator & Office Management.
* Ensure the customer Care standard as per company policy.
* Coordinate messenger and courier service.
* SOS & SOP’s of daily operation, follow up, co-coordinating for meeting.
* Receive, sort and distribute incoming mail
* Monitor incoming emails and answer or forward as required.
* Hard working and result oriented.
* Trainer for new crewmember.
* Managing day-to-day operations of the store
* Responsible for Networking & surfing.
* Ensure all inventory and stock management systems are maintained accurately, within the agreed parameters and in a timely manner by using FIFO.
* Responsibility for purchasing and the “in-stock” levels within the agreed inventory parameters.
* Purchase inventory within the agreed budgets.
* Reporting to Superior/Operation Manager Daily Basis.
* 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
* Store Management
* Marketing Handling

**EXTRA SKILLS**

* Fast Learner.
* Proactive at Work.
* Capable to work under the pressure.
* Team Work & Team Leader Capacity.
* Punctual & Consistence at work.

**PERSONALINFORMATION:**

* **Nationality :** Nepal
* **Date of Birth :** 20-Jan-1990
* **Gender :** Male
* **Marital Status :** Single
* **Visa Status :** Visit Visa (Valid Till March 13)

**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.