**Curriculum vitae**

**AMRAJ**

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***Career Objectives:***

omitted to an unflinching mission of developing myself as a hardworking, truthful, creative, self-motivated professional of competence and action awakened consciousness that organizations look for today and to work in the organization where job is challenging and opportunities are limitless to prove myself, where chances of growth are boundless. I always keep value of human resources on organization that “they must be assets of organization not liabilities.”

***General purpose of position:***

I have worked in circles of product management, sales management, account management, and project management and organization management. So, ensure that management, sales, communication and leadership makes each position perfect.

***Working experiences:***

***Worked as “Sales man cum Stocker” on Carrefour(MAF), UAE-Rak,***

***from October 2014 to till now.***

***Duties and responsibilities:***

* Prepare presentation and marketing campaigns for the company's product
* Dealing with the customers and determine their requirements
* Tagging the price with products, checking the qualities like as damages and expiries.
* Checking or having internal stock audit according to required.
* Giving the information of stock level to manager

***Worked as “Field Leader cum Administration Assistant” on ACDN Foundation (Awareness for Community Development for Nepal, Kathmandu from January 2013 to April 2014***

***Duties and responsibilities:***

* Giving direction, guidance and assistance to the team
* Set goals and motivate the team in achieving them
* Provide training to team members and track their performances
* Coordinating with co related organization and ensure continuity in work
* Giving every day performance result to HO.
* Mediate between the staff and the management on salary issues
* Arranging meetings and minting of proposals.
* Creating and maintaining office documents such as, invoices, reports, data.
* Supervising the work of low level clerks and assign jobs to them.

***Worked as “Junior Accountant” on ACDN Foundation (Awareness for Community Development for Nepal, Kathmandu from January 2012 to June2013.***

***Duties and responsibilities:***

* Handling daily bookkeeping functions and reconciling account ledger.
* Answering phone calls and emails and resolving customer's queries.
* Managed petty cash transactions on a daily basis.
* Managing spreadsheets, journals, and sales and purchase ledgers
* Deposited cash and check in bank and made entries in the computer system
* Distributed a copy of budget to each department head
* Overall keeping all transaction which helps for prepare final account.

***Worked as” Store Keeper” in Infosys Computer Academy Pvt.Ltd. from November 2007 to November 2009.***

***Duties and responsibilities:***

* Handling all store output and input transaction.
* Keeping all record of store with store keeping accounting system.
* Excellent clerical and stock taking skills
* Skilled in assisting store management in running the store.

***Worked as” Cashier” in Red Carpet Hotel and Restaurant Chitwan, Nepal from March 2006 to 2007 September***

***Duties and responsibilities:***

* Overseeing all the cash transactions
* Balancing the cash inventory each day
* Handled all transactions that took place in the restaurant
* Maintained accounts of the restaurant
* Developed an inventory system specifically for the restaurant
* Was responsible for stock piling the inventory on a regular basis

***Trainings and Skills***

* Computer training on Microsoft Office, Power Point E-mail & Internet
* Tally- commuter accounting training. (concept of accounts, keeping of financial accounting transaction, inventory accounting, payroll management, vat and vouching etc.)
* Fundamental Course of Master of Ceremony and Leadership Development training from Rotary Club and Rotaract Club of Kathmandu.
* Several Health and Educational Trainings from NGO’s and INGO’s in Nepal.
* Personal Hygiene and cleaning chemical trainings from Carrefour Hypermarket, UAE.
* Driving skills of 2 wheels and 4 wheels with Nepali license.

***Academic qualification*:**

* S.L.C. (School Leaving certificate) – Completed in HMG Board in Nepal.
* 10+2(Management)Higher Secondary Board, Nepal.
* B.B.S. (Bachelor of Business Studies)- Tribhuban University.

***Language efficiency:***

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| --- | --- | --- | --- |
| Language | Spoken | Written | Remarks |
| English |  |  | Fluent |
| Nepali |  |  | Fluent |
| Hindi |  |  | Fluent |

I hereby declare that the above mentioned details are true and accurate in the best of my knowledge and if, I selected for service in your esteemed organization, it shall be my earnest to perform my duties up to your entire satisfaction.