**CURRICULAM VITAE**

# NIRAJ



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**SHARJAH, UAE**

## CAREER OBJECTIVES

To work in a competitive firm that encourages new ideas, team spirits and hard work. I aspire to provide effective result in all services rendered and further the goals of a company while advancing my professional skills and experiences.

### *ACADEMIC QUALIFICATIONS*

 Higher Secondary School Passed from Nepal.

 S.L.C (10th Class) Passed from Nepal

## WORK EXPERIENCE

* Worked as a Sales & Marketing Executive in Nepal with (Khumbu Peak Travel & Tourism) period of 3 years (2013-2016)
* Worked as a Junior Accountant in Nepal with (Alfa House Restro Bar & Banquet) period of 2 years (2011-2013)
* Worked as a Sales man & Cashier in Nepal with (CG Mart) period of 1 year (2010-2011)

#### DUTIES AND RESPONSIBILITIES

* + Analyzing and investigating price, demand and competition.
  + Devising and presenting ideas and strategies.
  + Purchase & Sales Bill Entry.
  + VAT Bill Entry, VAT book entry.
  + Writing reports.
  + Organizing events and product exhibitions.
  + Monitoring performance.

## ADDITIONAL QUALIFIACATION

* M.S Office, Ms Word, Excel, Power Point etc
* Accounting Package Tally, POS & Swastik

## ATTRIBUTES PERSONAL SKILLS

* Strong communication skills-both written and oral.
* Work best under minimum pressure if any.
* A person of high degree and professionalism and integrity. 
* Self-starter and Self-motivator.
* Customer responsive, keen to learn at every opportunity to enhance my career, reliable and able to work long hours to get the job done.
* Aggressive and an achiever to preset goals.
* Good management skills, Good organizational skills.
* Strong customer skills, Ability to be flexible and to multitask

## PERSONAL DETAILS

Nationality : Nepali

Date of Birth : 15/09/1991

Religion : Hindu

Gender : Male

Marital Status : Married

Visa Status : Visit Visa

Visa Validity : 01/07/2017

Languages : English, Hindi & Nepali

## DECLARATION

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