**RESUME**

**Personal Information**

Name      :Ram

Email : [ram.381989@2freemail.com](mailto:ram.381989@2freemail.com)

Date of Birth:18/11/1989

Nationality: Nepalese

Language Known:English, Nepali, Hindi, Arabic(Basic)

**Career Objective**

Seeking a position, which utilize my skills and abilities to the optimum level and which also, offers scope for personal and professional growth while being sincere, diligent and hardworking.

**Professional Experience**

**Sales representative IBSS Nepal.**

Responsibility

* Sell retail products, goods and  services to costumers.
* Work with costumers to find their requirement, create solutions and ensure a smooth sales process.
* Greet customers and ascertain what each costumers needs.
* Find out new sales leads, through business directories, client referrals, door to door visit and organic growth.

**Receptionist Initial Saudi Arabia LTD**

Responsibility

* Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately.
* Answering screening and forwarding incoming phone calls.
* Receiving and sorting daily mail.

**Office Coördinator Initial Saudi Arabia LTD**

**Responsibility**

* Coordinate project management activities, resources, equipment and information.
* Create and maintain comprehensive project documentation, plans and reports.
* Ensure that clients needs are met as the project requirements.
* Maintain MPR(Manpower Report), issue MPR during starting or closing of projects and inform to finance department.
* Keep records of project timesheet which is provided by project controller and forward it to finance to issue invoice. After invoice is prepared, keep its record and  provide it to respective project controller. Monitor and make sure all invoice are prepared as per timesheet.

**Project controller,  Initial Saudi Arabia LTD**

Responsibility

* Ensuring that each project is adequately resourced to meet contract conditions and the requirements of the project quality plan in terms of manpower.
* Maintaining daily contact with customers to determine the degree of customer satisfaction with the services provided.
* Maintain contact with staff on regular base and solve day to day issue related to project and escalating in to department related query to concern person and follow up for quick solution.
* Timely collection of  timesheet
* Timely submission invoices
* Timely collection of payment for the designated project.
* Preparing project reports as per management requirement.
* Escalate any discrepancy above my reach to my reporting manager for quick action.
* Ensure smooth running of operation,(schedule staff transportation as per client requirement, providing accommodation to staff, ensure staff receive salary on time,fulfilling clients requirement, collecting timesheet and payment on time)

**Academic qualifications**

* B.com- Patan Multiple Campus (Tribhuvan University)
* [B.com](http://b.com/)- Boston college of London for 2 years
* I.S.C. – Amrit Science campus ( Tribhuvan University)
* S.L.C – Golden Future High School (School Leaving Certificate)

**Background knowledge**

COMPUTER KNOWLEDGE:

Operation System :Windows, 2000, XP, W7 & W8

Application/Tools:MS Office, Internet Server, Mail Server, Basic Web page       designing.

**Other Skill**

Languages Know :English, Nepali, Arabic, Hindi

Driving License  :Valid Saudi driving license