***RABIN***

E-MAIL ADDRESS: [rabin-397748@gulfjobseeker.com](mailto:rabin-397748@gulfjobseeker.com)

**Professional&Educational Qualification**

* S.L.C. Nepal (2010
* 12th (higher secondary), HSEB, Nepal (2012)
* B.B.S Management.

**Trainings**

* Basic computer & accounting training (included **MS Office & Tally), We Can institute, Kathmandu, Nepal**
* Managing customer service, **Uttam Enterprises, Kathmandu Nepal**
* Elementary First Aid training, **Imperial Marine & Educational Service, Maritime Training Centre, India**
* Fire Prevention & Fire Fighting training, **Imperial Marine & Educational Service, Maritime Training Centre, India**
* Security training for seafarers with designated security duties training, **Imperial Marine & Educational Service, Maritime Training Centre, India**
* Personal safety & social responsibility training, **Imperial Marine & Educational Service, Maritime Training Centre, India**
* Personal Survival Techniques training, **Imperial Marine & Educational Service, Maritime Training Centre, India**

**Work experience 1**

Worked as a **Storekeeper (September 2017 - November 2017)** in **BeitSetti Restaurant& Hotel, Sharjah, U.A.E.**

**Responsibilities included:**

* Maintain receipts, records, and withdrawals of the stockroom
* Receive, unload, and shelve supplies
* Perform other stock-related duties, including returning, packing, pricing, and labeling supplies
* Inspect deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping
* Rotate stock and coordinate the disposal of surpluses
* Ensure adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control
* Coordinate the handling of freight, the movement of equipment, and necessary minor repairs

**Work Experience 2**

Presently working as a **Sales Person (17th July 2017 to till date.)** in **Sharjah, U.A.E.**

**Responsibilities included:**

* Present, promote and sell products/services using solid arguments to existing and prospective customers
* Perform cost-benefit and needs analysis of existing/potential customers to meet their needs
* Establish, develop and maintain positive business and customer relationships
* Reach out to customer leads through cold calling
* Expedite the resolution of customer problems and complaints to maximize satisfaction

**Work Experience 3**

Worked as a **sales/marketing Officer (November 2016 - July 2017)** in **UttamEnterprises , Kathmandu, Nepal**

**Responsibilities included:**

* Marketing of goods
* Sales order Collection
* Delivery Co-ordination
* Payment Collection
* Handling customer complains

**Work Experience -4**

Worked as an storekeeper/assistant supervisor **( July 2012 - June 2016)JK Wire Harness Sdn. Bhd.**, **JoohorBaru, Malaysia**

**Responsibilities included:**

* Giving training to new employees
* Inventory management
* Production supervision
* Dispatching goods as per DO
* Production planning/assistance as per BOQ
* Stock Checking

**Hobbies and Interests**

* Playing chess, Football
* Reading Books
* Listening to Music

**PERSONAL DETAILS**

Current Address : Dubai, U.A.E

Marital Status : Single

Date of Birth : 05-03-1992

Nationality : Nepal

Gender : Male

Religion : Hindu

Language : English, Hindi, Nepali, Malau

**Reference**

* Available upon request