

SWOSTIK DUMRE

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Career Objective:

To work a creative and challenging environment where I can constantly learn new things And successfully deliver solution to the problem by using skills gained.

Personal Details:

Father's Name : Nityananda Dumre
Mother's Name : Dom Kala Dumre
Gender : Male
Date of Birth : 1 Oct 2000
Nationality : Nepali
Address : Galyang -11, Syangja
Language known : Nepali, English and Hindi
Hobbies : Playing Football, Volleyball Listening Music and Reading Books.

Academic Details:

Board	Name of School/Institution	Year of Passing	Percentage
Matriculation (SLC)	Shree Galkot Higher Secondary School, Galyang	2072	C+
+2 HSEB	Shree Bidhya Mandir Higher Secondary School, Baglung	2074	C+
Bachelor BBS	Lumbini Banijya Campus Devinagar	2077	Running

Experience:

My total working experience Baglung Bhagwati Traders (in 2 Years) and B.S Motors Nepal (Bhusal Group) is the sole dealership of New Holland Construction (Tractor, Backhoe Loader and Soil Compactor Roller)

History : Firstly, joined as **Baglung Bhagwati Traders** in Asar 2073 , Currently Working as **B.S Motors Nepal** Asst. Spare Parts Manager Since Asoj 2075.

Post: Asst Spare Parts Manager

Job Responsibility:

- Entry (Vat bill,Challan,receive bill and income & expenses bill) in SWASTIK SOFTWARE.
- Preparing Dealer stock
- Follow up payment of credit customer
- Controlling and managing the dealers for spare and service
- Maintain the spare stocks
- Preparing monthly reports of sale parts.
- Knowledge of Parts Catalogue (Tractor and Backhoe Loader)
- Ordering the Parts requirement and make availability in site.
- Assign technician as per their skills to repair the breakdown machines to the respective sites.
- Auditing of Parts and Machines stock in Warehouse.

Interpersonal & Technical skills:

- Good communication skill
- Team work
- Good sense of responsibility and accountability
- Exploring and analyzing condition to make sound decisions
- Received and distribute Mail
- Knowledge of internet & troupe shooting mail use
- Knowledge of M/S Excel, M/S Word

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

(SWOSTIK DUMRE)

