

Mr. Amar Shrestha
Budhanilkantha-02, Kathmandu
Email : amar.newa@gmail.com
Mobile : +977-9841860078 / 9801186069



OBJECTIVE

To work for an organization by taking responsibilities and strive for collective growth and development, continuously improve my knowledge and skills, there by contributing to my level best for company's growth, work with a positive mental attitude.

PROFILE

- Experienced in Sales & Marketing as a sales representatives **having +3 years of exposure** to operations in Worldlink communication ltd.
- Experienced in Sales & Marketing as a cashier having +2 years of exposure to operations in the Retail sector with several reputed/major organizations (MAF Carrefour hyper market) in Dubai.
- Experienced in banking as a office helper having +4 years of exposure to processed bank.
- Qualified with 10+2 (Higher Secondary Education Board)
- Proficient in MS Office Suite
- Consistently maintain excellent relations with customers, clients and make sure the organization's reputation is maintained at all times.
- Self-motivated and highly organized individual, works under minimum supervision.

PROFESSIONAL EXPERIENCE

Sales representative in Worldlink Communications Ltd. Kathmandu (9 June 2019 – 14 May 2023) Job

Profile:

- Selling products and services using solid arguments to prospective customers.
- Maintaining positive business relationships to ensure future sales.
- Perform cost-benefit and needs analysis of existing/potential customers to meet their need.
- Reach out to customers leads through calling.
- Expedite the resolution of customers problem and complaints to maximize satisfaction.
- Achieve agreed upon sales target and outcomes within schedule.
- Coordinate sales effort with team members and other departments.
- Analyze the market's potential, track sales and status reports.
- Continuously Improve through feedback.

PROFESSIONAL EXPERIENCE

Cashier in MAF Carrefour hypermarket Dubai (since June 2015 – April 2018)

Job Profile:

- Calculate money in cash drawer.
- Make a cash register process.
- Greet with a smile and give a good service for the customer.
- Serve cash and credit card payment.
- Maintain high morale and product knowledge (new lunch) amongst team members.
- Provide all information about product to the customer.
- Wrap a goods which bought by customers.
- Handling customer's complaints and resolve the issues.
- Control, Co-ordinate, Monitor and Train the junior staff.

PROFESSIONAL EXPERIENCE

Messenger in Global IME bank ltd. Nepal (since Nov 2009 to Jan 2013)

Job Profile:

- Provide banking assistance to bank customers in handling their deposits and payments.
- Assist and support bank administration in its operational issues.
- Pick-up and delivery messages, documents and other items between offices or departments within an establishment or directly to other business concerns.
- Managing filling system. Perform general office work such as filling materials, operating duplicating machines, or running errands.
- Assist banking personnel in preparing and checking bank documents and statements.
- Liaise between banking personnel and customers.
- Perform routine maintenance on delivery vehicles, such as monitoring fluid levels and replenishing fuel.
- Call by telephone in order to deliver verbal messages.

EDUCATION

Year	Level	Institution	Division
2011	+2	Canvas international College, Basundhara	Second
2006	SLC	Shree Budhanilkantha secondary school	Second

COMPUTER PROFICIENCY

- MS Word, MS access, MS excel, MS power point, MS outlook
- Excellent typing
- Excellent dealing with internet browsing, exploring and downloading

STRENGTH AND ABILITIES

- Hard working and dedicated
- Quick learner, self-motivated
- Able to work under pressure

Training and license

- Retail training.
- 2-Wheeler
- 4-wheeler

PERSONAL INFORMATION

- Father's Name : Gyan Lal Shrestha
- Date of Birth : 24-04-1988
- Permanent Address : Budhanilkantha-2, Kathmandu, Nepal
- Nationality : Nepali
- Language Skills : Nepali, English, Hindu

Passport Details

- Passport No : 06551817
- Issued Date : 25 Jun 2013
- Expiry Date : 24 Jun 2023
- Issue place : Nepal

I hereby assure the above-mentioned details are correct as per my knowledge, if I could get a chance to work your organization. I assure that I would prove myself as the best.
Thank you.