

Curriculum-vitae

Name :- Dal Bahadur Singh
 Sex :- Male
 Father's Name :- Ragu Singh
 Language skill :- English, Nepali, Hindi
 Permanent Address :- Kushe-7 Samakot, Jajarkot, Nepal
 Temporary Address :- Bheri -3, Jajarkot Nepal
 Contact Address :- Mobile : 977- 9858088001
 Email :- dalbahadursingh12@gmail.com
 Nationality :- Nepali
 Marital Status :- Married

2. ACADEMIC QUALIFICATION

Level	Institute	Completed Year	Division
Bed	Shree Bheri Ganudaya Campus Jajarkot	2071	2nd
10+2	Shree Tribhuwan Higher Secondary School Khalanga-2, Jajarkot	2065	2 nd
S.L.C	Shree Laxmi Prapti Secondary School Dhime-05, Khurpa Jajarkot	2060	2 nd

3. TECHNICAL QUALIFICATION

s.n	Year	Module	Duration	Institution
1	2008	Diploma In Computer Training	24 Month	College Of Software Engineering Computer Training Center Nepalgunj Banke
2	2010	Diploma In computer Hardware Training	12 Month	National Computer Training Center Khalanga Jajarkot

4. Professional and Other Received Trainings:

s.n	Module	Institute/organization	Duration
1	Start & improve Your Business (SIYB) Training	Astha Nepal	5 Days
2	Literacy Training	Jhadev Community Learning Center	7 days
3	Data Management & Development Training	CSE	30 days
4	Staff Management & Development Training	Deprosc Laghubitta Bittiya Sanstha Ltd	3 days
5	Recovery & Business Development Training	Nic Asia Laghubitta Bittiya Sanstha ltd	4 days
6	Business Quality & Office Management Training	Nic Asia Laghubitta Bittiya Sanstha ltd	5 days
7	Leadership & Planning, Fund Management Training	Nic Asia Laghubitta Bittiya Sanstha ltd	4 days
8	Advanced Data Entry Training	Bizinice	15 days
9	Personality Development Training.	Happy Life Education	5 days
10	Sales & Business Training	Innocsr Group	7 days
11	Sales & Business Training	Good Luck Eco Bricks Industries Pvt.LTd	9 days

5. Special Skill:

- a. Report writing skill.
 - Community Facilitation skill
 - Community empowerment of economics
 - Knowledge of Data Management of computer
 - Knowledge of Business & Product Salse

6. Driving License

✓ Yes

7. PROFESSIONAL WORK EXPERIENCE:**1. Sales Officer**

A Sales Officer is responsible for driving sales and promoting products or services to customers. This role involves building strong client relationships, understanding market trends, and achieving sales targets. A Sales Officer serves as a key link between a company and its clients, ensuring customer satisfaction while contributing to business growth.

2. Key Responsibilities:

- **Sales Generation:**
Actively seek out new sales opportunities through cold calling, networking, and field visits. Meet or exceed monthly and quarterly sales targets.
- **Customer Relationship Management:**
Build and maintain strong relationships with clients to encourage repeat business. Provide after-sales support and ensure customer satisfaction.
- **Market Research:**
Monitor competitor activity and market trends to identify new opportunities. Collect customer feedback and relay it to the marketing and product development teams.

- **Product Promotion:**
Present and demonstrate products to customers in a compelling way.
Explain product features, benefits, and pricing clearly and effectively.
 - **Reporting & Documentation:**
Maintain accurate records of sales, customer interactions, and pipeline updates.
Prepare daily, weekly, and monthly sales reports.
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3. Key Skills:

- Strong communication and negotiation skills
 - Confidence and persistence
 - Goal-oriented and self-motivated
 - Knowledge of CRM software and MS Office tools
 - Ability to work under pressure and handle rejection
 - Time management and organizational skills
 - Basic understanding of marketing and customer service
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4. Experience Required:

- **Entry-level:** 1 years of experience in sales, customer service, or related fields
 - **Mid-level:** 5 years of direct sales experience in industries like etc.
 - **Senior-level:** 1 years of sales leadership experience, including team management and strategic planning
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- Additional certifications in sales or digital marketing can be a plus

A. Post :- Branch Manager

Deprosc Laghubitta Bittiya Sanstha Ltd 2015 - 2017 Branch Office Khalanga, Jajarkot

- ✓ **Operations Management :-** Overseeing day-to-day operations to ensure efficiency and compliance. Managing the disbursement and collection of loans.
- ✓ **Customer Service:-** Ensuring excellent customer service to clients. Addressing client inquiries and concerns.
- ✓ **Staff Supervision:-** Managing and leading branch staff. Conducting performance evaluations and providing feedback.
- ✓ **Financial Management:-** Managing the branch's budget. Monitoring financial performance and ensuring financial stability.
- ✓ **Loan Portfolio Management:-** Monitoring and managing the loan portfolio to minimize risk. Implementing strategies for loan recovery.
- ✓ **Compliance and Risk Management:-** Ensuring compliance with regulatory requirements. Implementing risk management practices to protect the institution and clients.
- ✓ **Business Development:-** Identifying opportunities for business growth. Implementing strategies to attract new clients.
- ✓ **Reporting:-** Providing regular reports on branch performance to higher management.
- ✓ **Community Engagement:-** Building relationships within the local community. Representing the organization at community events.
- ✓ **Training and Development:-** Conducting training for staff to enhance their skills. Staying informed about industry trends and best practices.

Reference:-

1. Mr. Hari Acharya

Post :- Chief Manager

Chief Manager Deprosc Laghubitta Bittiya Sanstha Ltd

Mobile No:- 9851188702

2. Mr. Laxmi Prasasd Sharma

Post: - Export

Mobile No:- 9851173375

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this Bio-Data correctly describes my qualification, experience and me as well. I understand that any willful misstatement described herein may lead to my disqualification and/or dismissal, if selected/employed.