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DHIRAJ ADHIKARI

Bur Dubai, UAE



OBJECTIVE

I'm seeking a career in service sector to better enhance my knowledge while benefitting people around me.

SKILLS

Public Relations
Communication
Customer Service
MS-Office
POS System
Administration
Product Sales
Team leading

LANGUAGE

English 8/10
Hindi 8/10
Nepali 10/10
Urdu 5/10

EXPERIENCE

K.P. Construction Udhog

Mar, 2018 - Aug, 2023

Project Manager

Responsible for overseeing sales first, and later when promoted oversaw project sites, inspected work area, managed materials and schedule, allocated work to teams, resolved disputes and submitted progress report to the Directors.

North Sky Mart, Kathmandu

Apr, 2016 - Jan, 2021

Customer Service/Sales Supervisor (Night-Shift)

Handled transactions, helped process sales, upsold/cross-sold at opportune moments, and delivered premium customer service experience.

Hi-Tech Cleaning Services

May, 2017 - Mar, 2018

Operations In-charge

Responsible for leading cleaning operations (small team of 7-10 man), team deployment, material procurement, client coordination, and compiling performance/financial reports.

Tribeni Medical Centre

Apr, 2014 - Apr, 2017

Computer Operator/Front Desk

Responsible for handling front desk, answering queries, resolving complaints, processing transactions, record keeping, handling inventory, and coordinating with people at store operations.

EDUCATION

Tri-chandra Campus

Passing Year -
Running

B.Sc. Microbiology

Peoples Campus

Passing Year - 2012

Intermediate Degree

Gorkhali E.Boarding School

Passing Year - 2010

School Leaving Certificate

TRAININGS

Insurance Sales Training Certificate

MS-Office Package

Basic Concept of Web Design