



# ARJUN KUMAR RAWAL

## Executive Manager

Self-motivated & highly professional with extensive accomplishments within diverse environments utilizing exemplary operation management, analytical, organizational & people skills, moves & relates effortlessly across all levels of Management & especially towards Sales, Purchase, HR management & Administrative.

## Contact

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Deira, Dubai UAE

## Education

### ● Bachelor in education (mathematics)

Tribhuvan University

2011 (Graduated)

Kathmandu, Nepal

### ● Japanese language course

International School of  
Funabashi

2013-2015

Funabashi, Chiba, Japan

## Skills

Retail management  
Customer Service  
Inventory management  
Financial Management  
Time Management  
Problem solving  
Decision making  
Interpersonal  
Good listener

## Experience

### MOBIZILLA / Kathmandu, Nepal

Manager

sep /2021- jul/2023

- Overseeing the timely delivery of the services provided for client satisfactory.
- Coordinate with vendors and suppliers
- prepare reports.
- Develop and prepare operational strategies.

### Yamato Transport/ Funabashi, Japan

Worker (Team Leader)

sep/2015-aug/2018

- Co-ordination with Warehouse for stock movement, Documentation team & Transport.
- Preparation of delivery schedules based on customer orders.
- Assisted in transporting & distributing goods.

### Seven Store /Funabashi, japan

Cashier (convenience store)

nov/2013-jul/2015

- Responsible for handling cash, credit, and card payment.
- processed transactions accurately and efficiently in a retail environment.
- Processed returns, exchanges and refunds in accordance with company policy.

### MerolT.Com/Kathmandu, Nepal

Manager

mar/2011-feb/2013

- Created and monitored store budget and inventory.
- maintained store cleanliness and appearance.
- Ensured customer satisfaction.
- manage daily operation and store management.

### Malika Consultancy/Kathmandu, Nepal

Manager

oct/2008-feb/2011

- Review company's receipts, financial reports and taxation documents.
- Assist in compiling monthly ,quarterly and annual statements and reports of companies.
- Giving tax counseling and company registration counseling to the clients.

## Language

English   Japanese   Hindi   Nepali