

AAKASH MANDAL

Team leader

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Dubai ,UAE

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LinkedIn

EXPERIENCE

2024 - Present

Dubai Jafza,UAE

Team leader

Sinotrans Middle East FZE

- Provided leadership and direction for employees, supervising activities to drive productivity and efficiency
- Successfully managed the storage and retrieval of Inventory Items in a large warehouse with a high degree of accuracy
- Experience in maintaining Inventory control and properly organizing goods for shipping and receiving
- Keep records of every incoming and outgoing stock

11/2022 - 12/2023

Janakpur, Nepal

Receptionist assistant

Maanki Hotel Janakpur

- Greeted incoming customers in a professional manner and provided friendly, knowledgeable assistance
- Kept reception area clean and neat to give visitors positive impression of the company
- Managed high volume of incoming calls from multi-line telephone system and documented messages

02/2020 - 07/2022

Janakpur, Nepal

Teacher

Shree Ram Education Foundation secondary school

- Planned and organised classrooms that consistently facilitated positive learning experience
- Assigned homework assignments and special projects for students to demonstrate knowledge of subject material
- Taught students Important points to prepare for examinations and assessments

EDUCATION

03/2022 - 12/2023

Janakpur, NEPAL

Bachelor of Business Administration

Ramswarop Ramsagar Multiple Campus Tribhuvan Unive

- Gained the knowledge of Financial Accounting and cost accounting
- Know the process how a company workflow and Management
- Industrial visit

07/2022 - 03/2023

Janakpur, NEPAL

Diploma in computer Financial Accounting

Wave computer and language center

- Computer science
- Completed Tally ERP Qualification
- Coursework in financial Accounting
- Project work
- Email and Internet
- Microsoft office

SUMMARY

Team leader Talented Team Leader experienced and dedicated to enhancing employee satisfaction and business success. Diplomatic and friendly with proven commitment to employee training. Hardworking team player bringing necessary experience and knowledge to tackle any operational demand. I'm self motivated and confident on my self. create spreadsheet to track the supplier information and deliveries schedule.

LANGUAGES

English
Advanced



Nepali
Native



Hindi
Advanced




PASSIONS

 Photography

 Reading

 Traveling

KEY ACHIEVEMENTS

 Completing a challenging project or task successfully. Overcoming a personal obstacle or adversity. Achieving academic or professional recognition or awards.

SKILLS

Team work	Communication skills	Inventory Management	Leadership	Stock management
Data entry	Tally ERP	Microsoft Office		

CERTIFICATION

Diploma in computer Financial Accounting
Wave and computer Center

STRENGTHS

 Leadership, team work, Communication skills,self motivated