



BIBEK THAPA

Summary

- Nationality: Nepalese
- Date of Birth: 11/06/1991
- Current Location: Dubai, UAE
- Contact No: +971 527754507
- Email: bibek.thapa11912@gmail.com

Work Experience

Apr 2019-Nov 2023

Adidas
Store In-charge

Kathmandu, Nepal

This is a global sportswear and lifestyle fashion brand.
Reported directly to the Area manager and managed a staff of 5 personnel. I was responsible for

- Foster a positive work environment and enforce company policies
- Address customer inquiries and resolve issues immediately
- Manage inventory levels, restocking, and product displays
- Administrative tasks such as record-keeping and reporting
- Oversee daily operations and workflow in the store

Jun 2017-Mar 2019

Being Human
Store Assistant

Kathmandu, Nepal

Well-known clothing brand, started by Salman Khan.
Reported to the Supervisor/Owner. I was responsible for

- Maintain a clean and organized store
- Assist customers with inquiries, product selection, and purchases
- Operate cash register and handle customer transactions
- Address customer concerns and provide excellent service
- Support overall store operations

Feb 2015-May 2017

Midas Stock Broking
Front Office Clerk

Kathmandu, Nepal

This is a stock broking company.
Reported to the manager. I was responsible for

- Greeting office visitors and handling their queries
- Answering phone calls and forwarding them accordingly
- Filing and Data entry

Education

2012-2015

St. Xaviers' College, Tribhuvan University

Nepal

Bachelor of Business Studies, BBS

IT Skills

- Basic computing skills
- MS Office (Word, Excel, PowerPoint, Outlook)

Languages

- English Fluent
- Hindi Fluent
- Nepali Native