



## SANJIT KUMAR THAKUR

Ekdara, Mahottari, Nepal  
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### Objective

Adaptable warehouse associate and office assistant with diverse experience in inventory, shipping, data entry, remittance clerk, official work, team leading, team work and assembly areas. Quickly learn new task and work well in a team environment. Diligent With solid work ethic and flexible schedule.

### Experience

- **Sun And Sand Sports LLC.** June 2012 - July 2018  
Warehouse Associate
  - Received, stored, and shipped goods and materials.
  - Tagged all inbound merchandise with receiving date.
  - Move all merchandise according to schedule and safety guidelines
  - Refill pick bins from bulk storage and accurately track all movement
  - Rotated stock according to policy to ensure freshness.
- **Youth Society Saving And Credit Co-Operative LTD.** Feb 2019 - Feb 2022  
Senior Assistant
  - Customer Service
  - Account Opening
  - Manual Accounting
  - Remittance Paid
  - Office Assistant
  - Data Entry

### CERTIFICATE

- **3 Month computer basic course**  
MS word, excel, power point, internet, email and typing.
- **Hyatt Regency Kathmandu Fitness Centre Department (10/2010 to 04/2011)**  
Gym attendant, Spa attendant, Swimming Pool attendant.

### Education

- **Shree Madhyamik Vidhyalya Ekdara Bela** 2008  
Secondary School  
60.25%
- **Pashupati Multiple Campus** 2020  
Intermediate  
45.90%

### Skills

- WMS
- MS Word & Excel
- Office Assistant
- Inbound :- GRN, Tally, Putway, Bintransfer

- Outbound:- Picking & Packing
- Data Entry
- Customer Service
- Quick Learner
- Labelling
- Barcode Scanning
- Flexibility
- Team Work & Team Leading

## Languages

- English
- Hindi
- Nepali
- Bhojpuri
- Maithali

## Passport Details

- Passport Number - PA1784966
- Date of issue - 31/May/2023
- Date expire - 30/May/2033
- Issuing department - MOFA, Department of passport

## Declaration

- I hereby declare that the above mentioned information all true to the best of my knowledge and to belief.

Yours faithfully,  
Sanjit Kumar Thakur