

Churna Bahadur Basnet



Data Entry Clerk

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📍 Mankhool, Burdubai, Dubai,
00000, UAE

🏳️ Nepalese

🎂 01/05/1992

Education

- GCSEs
| 2010

Skills

adapting

administrative tasks

computer systems

confidential information

Coordinating

Data Entry Operator

data security

Generate reports

inventory

inventory records.

logistics

negotiating

pricing

purchase orders

Purchasing

Summary

I am seeking to pursue my career by using my experience, skill and through my academic knowledge in management and leadership.

Applying my leadership skills, problem solving skill and analytical skills and with advantage my strong communication skills.

I want to start my career with a leading business or any corporate sector.

I am very initiative and always ready to learn new things that can help in my career progression and also to give the best outcome for achieving a company's goal.

Work Experience

Sales & Transportations Coordinator, NEWTECHNIC FACILITIES MANAGEMENT SERVICES Co. & KARISHMA TOURSIM UAE, Dubai, Deira City Centre

July 2023 - Present

Responsibilities

Conducting product research and sourcing new suppliers and vendors, goods, products, and services and negotiating the best or most cost-effective contracts and deals. Performing inventory inspections and reordering supplies and stock as necessary.

Coordinating with the delivery team and following up on delays or orders that have been rescheduled.

Cashier & Data Entry Operator, Cheeky Monkys, UAE, Ras Al Khaimah City

September 2021 - May 2023

Responsibilities

Insert customer and account data by inputting text-based and numerical information from source documents within time limits.

Compiling, verifying the accuracy, and sorting information to prepare source data for computer entry. Generate reports, store completed work in designated locations and perform backup operations.

Marketing Associate, Radio Tulsipur Media Hub PVT. Nepal, Tulsipur

January 2019 - July 2021

Responsibilities

Managing daily administrative tasks to ensure the Marketing department runs smoothly. Gathering and analyzing consumer behavior data. Conducting market research to identify new revenue opportunities.

Inventory Controller (Redemption and video games), AL HOKAIR GROUP, Saudi Arabia, Dammam

June 2016 - August 2018

