

Churna Bahadur Basnet

Data Entry Clerk



✉ churnabasnet7@gmail.com

☎ +971563450516

📍 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



Responsibilities

Maintaining and updating records of purchase orders, pricing reports, and inventory records. Monitoring inventory levels and replenishing stock as needed. Coordinating the logistics of purchase orders, stock transfers, deliveries, tagging, and processing. Tracking inbound and outbound orders to prevent overstocking and out-of-stock (OOS). Generating purchase and pricing reports, supply chain analysis, and inventory management systems. Forecasting supply and demand requirements to ensure stock availability.

Languages



Sales Rep, Basnet Restaurant & Bar, NEPAL (Self-Employed), Tulsipur

June 2014 - January 2016

Responsibilities

Controls day-to-day operations by scheduling, ordering, and developing restaurant team members. Controls profit & loss, by following cash control/security procedures, maintaining inventory, managing labor, reviewing financial reports, and taking appropriate actions. Recruits, interviews, and hires team members conducts performance appraisals, takes disciplinary action, motivates, and trains. Ensures a safe working and customer experience environment by facilitating safe work behaviors of the team. Ensures food quality and 100% customer satisfaction.

Data Entry Clerk, Al Khalij Cement Company, Qatar, Umm Baab

August 2011 - April 2014

Responsibilities

Entering information from paper documents, digital files, or other sources into computer systems accurately and efficiently. Updating and maintaining electronic databases by adding new information and making necessary changes to existing records. Handling sensitive or confidential information with discretion and ensuring data security and privacy are maintained. Identifying and resolving issues that may arise during the data entry process, such as inconsistencies or missing information. Being open to learning and adapting to changes in procedures, software, or tools used for data entry.

Hobbies

Reading, Playing Football, Traveling, etc.

References

References available upon request