



Roshan Ghalan

Date of birth: 09/07/2002 | **Nationality:** Nepalese | **Gender:** Male | **Phone number:** (+971) 555457909 (Mobile) | **Email address:** roshanghalan98211@gmail.com | **Address:** Dubai, United Arab Emirates (Work)

ABOUT ME

Dedicated and detail-oriented Packer & Dispatcher with over one year of proven experience at Fresh Express LLC, a prominent distributor in premium food and non-alcoholic beverages in Dubai. Adept at handling a wide range of products with precision and efficiency to ensure timely and accurate deliveries. Possessing excellent organizational and multitasking skills honed through a background as a Computer Operator at a Nepal Government office for over three years. Known for maintaining high standards of quality control, optimizing logistics processes, and contributing to the seamless flow of operations. Seeking to leverage my skills and experience in a dynamic environment that values teamwork and excellence.

WORK EXPERIENCE

01/09/2022 – CURRENT Dubai, Nepal
PACKER & DISPATCHER FRESH EXPRESS LLC

My duties and responsibilities includes:

- Demonstrated expertise in packing and dispatching premium food and non-alcoholic beverages for a leading distributor in Dubai.
- Implemented efficient dispatching procedures to meet delivery schedules and minimize delays.
- Collaborated with cross-functional teams to coordinate the smooth flow of operations in the distribution center.
- Maintained accurate inventory records and performed regular stock checks to support effective supply chain management.
- Adhered to safety protocols and guidelines to create a secure working environment for both employees and products.
- Ensured accurate order fulfillment by meticulously checking and verifying products against packing lists.
- Collaborated with warehouse teams to streamline packing processes, resulting in a 15% improvement in efficiency.
- Maintained a clean and organized work environment, contributing to a safe and productive workplace.

01/05/2019 – 30/08/2022 Nepal
COMPUTER OPERATOR NEPAL GOVERNMENT

I mainly did:

- Utilized MS Office Suite to create, format, and edit documents, reports, and presentations.
- Conducted data entry tasks with a high degree of accuracy and efficiency.
- Collaborated with team members to ensure the smooth flow of information and timely completion of tasks.
- Assisted in troubleshooting basic technical issues and liaised with the IT department when necessary.
- Maintained organized electronic and physical filing systems for easy retrieval of information.

SKILLS

- Packing and Dispatching
- Quality Control
- Inventory Management
- Team Collaboration
- Time Management
- Computer Operation
- Data Management
- Technical Support

EDUCATION AND TRAINING

Nepal
HIGH SCHOOL Nepal Board

● **LANGUAGE SKILLS**

Mother tongue(s): **NEPALI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B2	B1	B1	B2	B1
HINDI	B1	B1	B1	B1	B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft Excel | Google Drive | Microsoft Office | Outlook | Zoom | LinkedIn | Social Media

● **ADDITIONAL INFORMATION**

PERSONAL DETAIL

Passport Detail

Passport No. **PA1301445**
Date of Expiry **04 Feb 2033**