

# Churna Bahadur Basnet

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Dubai, United Arab Emirates

## Summary

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I am seeking to pursue my career by using my experience, skill and through my academic knowledge. Applying my problem solving skill, analytical skills and with advantage of 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.

## Experience

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### Purchasing Coordinator

New Technic Facilities Management Services & Karishma Tourism and Travels • Dubai, United Arab Emirates

07/2024 - Present

- Identify and manage supplier relationships.
- Negotiate pricing and contract terms.
- Assess procurement needs and ensure timely purchases.
- Prepare and authorize purchase orders.
- Monitor market trends to secure the best deals.

### Cashier & Data Entry Operator

Cheeky Monkeys Play Land • Ras Al Khema, United Arab Emirates

09/2021 - 05/2023

- Handle financial transactions, including cash, credit, and debit card payments.
- Assist customers with inquiries and billing issues.
- Maintain and update company records, ensuring data accuracy.
- Prepare data reports and summaries.

### Marketing Associate

Radio Tulsipur Media Hub Pvt • Tulsipur, Nepal

01/2019 - 07/2021

- Develop and execute marketing campaigns.
- Create and manage promotional materials for digital and print media.
- Monitor and report campaign performance.
- Manage social media accounts and content creation.

### Inventory Controller (Redemption and Video Games)

Al Hokair Group • Dammam, Saudi Arabia

06/2016 - 08/2018

- Maintain stock levels for gaming consoles and redemption items.
- Conduct routine inventory audits and reconcile discrepancies.
- Manage product categorization and labeling for efficient tracking.

### Sales Representative

Basnet Restaurant & Bar • Tulsipur, Nepal

07/2014 - 01/2016

- Identify potential customers and business opportunities.
- Maintain customer relationships and ensure repeat business.
- Handle product inquiries and provide sales support.

### Data Entry Operator

Al Khilij Cement Company • Umm Bab, Qatar

08/2011 - 04/2014

- Input, categorize, and verify data for company records.
- Maintain data accuracy and security.

- Ensure timely updates to records and reports.

## **Skills**

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Customer service, Restaurant experience, Communication skills, Time management, Computer literacy, Guest services, Documentation review, Microsoft excel, Microsoft word, Problem Resolution, Negotiation, Sales & Marketing

## **Education**

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### **Management**

GCSE National Board • Tulsipur, Nepal

05/2010

## **Languages**

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English, Hindi, Nepali, Arabic

## **Personal Information**

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DOB : 01/05/1992

Nationality : Neplease

Gender : Male

Marital Status : Married

Passport Number : 11193483

Permanent Add : Tulsipur Sub Municipalty ward No. 11 Motipur, Dang Nepal

## **Declaration**

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I hereby declare that all the above given particulars are true to the best of my knowledge and belief.