

CURRICULUM VITAE



**DOR BIKRAM
BUDHA MAGAR**

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CONTACT NO.

+971-544667415

PERMANENT ADDRESS

Badigad Rural Municipality, Ward No. 10
Darling, Gandaki Province, Baglung, Nepal

CURRENT ADDRESS

Deira, Dubai (United Arab Emirates)

PERSONAL INFORMATION

Date of Birth	: 05 October 2000 A.D.
Father's Name	: Mr. Gyan Bahadur Budha
Mother's Name	: Mrs. Gaumati Kumari Budha
Gender	: Male
Height	: 5.7"
Weight	: 60 KG
Marital status	: Single
Nationality	: Nepali
Religion	: Hindu

KNOWN LANGUAGE

Nepali, Hindi & English

Passport Details

Passport No.	: 11819402
Date of Issue	: 15 JAN 2020
Date of Expiry	: 14 JAN 2030

Career Objective

As a dedicated professional with 3 years of experience as a Storekeeper and 1 year in F&B Service at Valley Group of Companies.

ACADEMIC QUALIFICATION

- ❖ Shree Darling Secondary School
 - ✓ School Leaving Certificate (S.L.C.)
- ❖ Shree Siddha Baba Higher Secondary School
 - ✓ High School Degree (+2) – Humanities

COMPUTER SKILLS

- ❖ Basic Computer Course

STRENGTH

- ❖ Punctual and well presentable
- ❖ Attention to details
- ❖ Hardworking, quick learner
- ❖ Excellent communication skills

EXPERIENCE

- ❖ Valley Group of Companies (Kathmandu, Nepal)
 - Storekeeper (April 2020 – May 2023)
 - F&B Service (May 2023 – June 2024)

Duties and Job Responsibilities

- ✓ Keep accurate records of all incoming and outgoing goods.
- ✓ Perform regular stock checks to ensure accuracy.
- ✓ Inspect deliveries for damage or discrepancies between orders and deliveries.
- ✓ Sign delivery receipts and log incoming items in the inventory system.
- ✓ Organize and maintain the store layout to ensure easy access and identification of goods.
- ✓ Ensure that goods are stored in a safe and suitable environment (e.g., temperature-controlled if needed).
- ✓ Track expiry dates and ensure that items are used or disposed of before they expire.
- ✓ Coordinate with purchasing, sales, and other departments to ensure smooth operations.
- ✓ Communicate with suppliers regarding delivery schedules, shortages, or any issues related to stock.

DECLARATION

I declare that the above statements are true based on my knowledge and belief.