

Dinesh Shrestha

Tikathali, Lalitpur

9840254518

dnescresta10@gmail.com

Career Objective

To secure a responsible and challenging position in a reputable organization utilizing my knowledge and experience, while making a significant contribution

Profile

A dynamic youth with more than 5 years of working experience in the field of sales and administration management. Good understanding of organizational culture, sales, administration, procurement, logistic and team management. An ambitious professional who is result oriented and committed for achieving organizational objectives having the right attitude to fit into any existing team.

Education

Bachelor In Business Studies

Himalayan College,(Affiliated to Tribhuban Universiry), Koteshwor, Kathmandu

High School (10+2 in Science)

NASA International College, Tinkune, Kathmandu

School Leaving Certificate (SLC)

City English School, Koteshwor, Kathmandu

Career Snapshot

Currently working at Astrek International Pvt. Ltd and Kinesiology Physiotherapy (Sister Concern) as a General Manager. Joined in 2017 as Sales Representative, promoted to Sales Manager at 2019 and to General Manger at 2021.

Work Experience

Astrek International Pvt. Ltd.

General Manager

October 2017 – Current

Job Responsibilities

- Overseeing Daily Business Operations
- Developing and Implementing Growth Strategies
- Creating and Managing Budgets
- Improving Revenue
- Hiring Employees
- Evaluating Performance & Productivity
- Analyzing Accounting & Financial Data
- Working closely with Sales and Account department to retain clients
- Setting objective and promoting goods as per market
- Preparing order communicating with foreign agents for import

Kinesiology Physiotherapy

General Manager

October 2017 – Current

Job Responsibilities

- Overseeing Daily Business Operations
- Developing and Implementing Growth Strategies
- Creating and Managing Budgets
- Improving Revenue
- Hiring Employees
- Evaluating Performance & Productivity
- Analyzing Accounting & Financial Data
- Working closely with Sales and Account department to retain clients
- Setting objective and promoting service as per market
- Organizing clinical records, patient health records, and other essential documents and resources.
- Overseeing the purchasing, maintenance, and repair of clinic equipment

Hotel Mount Monastery Pvt. Ltd.

Logistic & Procurement Manager

January 2019 - June, 2022

Job Responsibilities

- Preparing order communicating with foreign agents for import
- Selecting carriers and negotiating contracts and rates
- Supervising Logistics, Warehouse & Transportation
- Reviewing, comparing, analyzing, and approving products and services to be purchased.
- Maintaining accurate purchase and pricing records.
- Maintaining good supplier relations and negotiating contracts.
- Researching and evaluating prospective suppliers.

Shubhatara Sugical House

Sales and Account Officer

February 2016 - August, 2017

Job Responsibilities

- Manage office accounts
- Build up/Strengthen relationship with clients (foreign agents, sellers, etc.)
- Maintain accounting records and prepare various reports as per requirement of the firm
- Answer enquiries of domestic as well as foreign clients
- Negotiate the terms of an agreement and close sales
- Gather market and customer information and provide feedback on buying trends
- Billing and Cash Handling
- Identify new markets and business opportunities
- Strengthen Marketing Network inside the country.

Kathmandu Satpragya School

Lower Secondary Teacher

April 2015 - January, 2016

Job Responsibilities

- Designing, developing and delivering quality lesson plan
- Grading Papers and updating records of students
- Participating in other school activities and communicating with parents

Training/Certificates

Digital Marketing (2022)

3 months Course from Bradway Infosys
Tinkune, Kathmandu

Graphic Designing (2013)

3 months course from Gorkhali Institute
Koteshwor, Kathmandu

Language

Nepali (Avg: 4.75)

Reading - 5, Speaking - 5, Writing - 4, Listening - 5

English (Avg: 4.5)

Reading - 5, Speaking - 4, Writing - 5, Listening - 4

Specializations and Skills

Specializations

Sales, Procurement, Logisitc, Computer, Administration, Management

Skills

Management, Good Communication, Leadership, Time Management, Market Research

Personal Information

Gender: Male

Current Address: Tikathali, Lalitpur

Permanent Address: Gamnangtar Okhaldhunga

Marital Status: Unmarried

Religion: Hindu

Nationality: Nepali

References

Ram Chandra Bhandari

Managing Director
Shubha Tara Surgical House
9851039210