

# Dinesh Shrestha

**Tikathali, Lalitpur**

**9840254518**

**dnescresta10@gmail.com**

## Career Objective

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

## Profile

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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

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### **Bachelor In Business Studies**

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

### **High School (10+2 in Science)**

NASA International College, Tinkune, Kathmandu

### **School Leaving Certificate (SLC)**

City English School, Koteswor, Kathmandu

## Career Snapshot

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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

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### **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 the 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

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### Digital Marketing (2022)

3 months Course from Bradway Infosys  
Tinkune, Kathmandu

### Graphic Designing (2013)

3 months course from Gorkhali Institute  
Koteshwor, Kathmandu

## Language

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### 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

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### Specializations

Sales, Procurement, Logistics, Computer, Administration, Management

### Skills

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

## Personal Information

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Gender: Male

Current Address: Tikathali, Lalitpur

Permanent Address: Gamnangtar Okhaldhunga

Marital Status: Unmarried

Religion: Hindu

Nationality: Nepali

## References

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### Ram Chandra Bhandari

Managing Director  
Shubha Tara Surgical House  
9851039210