



# Dipansu Bhusal

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Warsan, International City,  
Dubai

## SKILLS

- Written and verbal communication.
- Decision-making.
- Interpersonal skills.
- Adaptability.
- Time management

## LANGUAGES

- English ( Intermediate )
- Hindi ( Fluent )
- Nepali ( Fluent )

## HOBBIES

- Reading
- Travelling
- Sports
- Learning New things

## EDUCATION

**Secondary Sec. Level**

**-Miniland English High School  
Kathmandu, Thali**

**Higher Secondary School  
-Dibya jyoti Higher secondary  
school, Chisapani, Nawalparasi**

## SUMMARY

Versatile and results-oriented professional with a dual role as a Sales Coordinator and Supervisor. Experienced in managing sales processes, coordinating client communications, and overseeing team operations to drive business growth. Skilled in supervising teams, ensuring efficient workflow, and maintaining high levels of customer satisfaction. Proven ability to meet and exceed sales targets while effectively managing resources and solving problems. proactive leader with a strong focus on improving processes, fostering teamwork, and achieving organizational goals.

## EXPERIENCE

### Sales Coordinator

*Crystal Corporation, Ras Al Khor, Dubai  
(Aug28, 2023 to Till Date )*

- \*Assist the sales team by handling administrative tasks, such as processing orders, preparing quotes, and managing customer accounts.
- \*Serve as the primary point of contact for clients, responding to inquiries, providing product information, and addressing any issues or concerns
- \*Track sales data and generate reports to assess performance and help the team meet sales targets.
- \*Address and resolve any issues related to orders, deliveries, or customer concerns, ensuring customer satisfaction.
- \*Provide training and support to new team members,

### Store Checker ( Inventory )

*Bhat Bhateni Supermarket , Kathmandu, Nepal  
(April 20th - 2020 to June 15th - 2023)*

- \*Perform regular checks on the store's inventory to ensure that the stock levels match the records in the system. This may involve physical counting and comparing with digital records.
- \*Occasionally assist customers with locating products or answering questions regarding stock availability
- \*Work closely with sales teams, stock clerks, and supervisors to report any issues and maintain smooth