

DIPENDRA PAUDEL

LOGISTICS / DIGITAL MARKETING

CONTACT



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Dubai, UAE

SKILLS

Management Skill
Digital Marketing
Creativity
Critical Thinking
Adaptability
Leadership
Problem-Solving
Work Under The Pressure

EDUCATION

SLC - 2014 - 2016

Gurukul . E . M .School

Kailali, Nepal

Plus Two - Computer Science - 2016 - 2018

Oxbridge International College

Lalitpur, Nepal

Visa Status - Cancellation

Software Skill :

- Ms Office
- Adobe Photoshop
- Gravity ERP
- Video Editing
- Dynamic Navigation

LANGUAGES

English

Hindi

Nepali

PROFILE

Dynamic and results-oriented Digital Marketing professional with experience in logistics and office administration. Adept at managing marketing campaigns, content creation, and analytics with a strong focus on operational efficiency. Proven ability to adapt quickly in diverse roles, leveraging creativity, leadership, and cross-functional skills to enhance business processes and marketing strategies. Proficient in English, Hindi, and Nepali, with a solid background in digital marketing, negotiation, and critical thinking.

WORK EXPERIENCE

Warehouse Assistant

Noon Ad. Holding LTD

2023 - 2024

- **Inventory Management:** Track and maintain accurate inventory records to ensure stock levels are up-to-date.
- **Order Processing:** Prepare and package orders for shipment, ensuring timely and accurate delivery.
- **Goods Receiving:** Inspect and document incoming goods, ensuring quality and quantity match purchase orders.
- **Warehouse Maintenance:** Organize and clean the warehouse space, ensuring compliance with safety regulations.
- **Stock Replenishment:** Monitor stock levels and restock shelves or storage areas as needed.
- **Equipment Operation:** Safely operate pallet jacks, and other warehouse equipment for moving and storing items.
- **Shipping Coordination:** Coordinate with shipping carriers to schedule pickups and manage outgoing shipments.
- **Reporting:** Generate and maintain reports related to inventory, shipments, and warehouse activities for management review.

Digital Marketing

Oxford Corps.

Part Time

- **Campaign Management:** Plan, execute, and monitor digital marketing campaigns across various channels, including social media, email, and search engines.
- **Content Creation:** Develop engaging and relevant content for websites, blogs, social media, and email marketing to attract and retain target audiences.
- **SEO & SEM Optimization:** Implement strategies to improve search engine rankings and manage paid advertising campaigns to drive traffic and conversions.
- **Analytics & Reporting:** Analyze campaign performance using tools like Google Analytics and provide detailed reports on key metrics such as traffic, engagement, and ROI.
- **Social Media Management:** Manage social media platforms, engage with followers, and develop strategies to grow online presence and brand awareness.
- **Email Marketing:** Design and execute email marketing campaigns to nurture leads and drive conversions, optimizing for open and click-through rates.
- **Market Research:** Conduct research on industry trends, competitor strategies, and audience behavior to inform marketing efforts.