



# GOVINDA KC

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## **APPLIED FOR FLOOR IN CHARGE/WAREHOUSE OPERATOR**

### **Objective**

I am forwarding an application for any of comfortable position in your organization which I believed I am capable based on my experiences. I execute my responsibilities with full dedication, and motto behind works is based on "Give and take phenomenon". I render my service from the depth of my heart and enjoy the satisfaction of my guest and colleague.

### **Personal information**

- |                  |               |                |                            |
|------------------|---------------|----------------|----------------------------|
| • Date of Birth  | : 16-FEB 1992 | • Passport no. | : 11570241                 |
| • Sex            | : Male        | • Nationality  | : Nepalese                 |
| • Marital status | : Married     | • Language     | : English / Hindi / Nepali |
| • Visa Status    | : Employed    |                |                            |

### **Education Qualifications & Course**

- SLC passed from Shree Suryodaya Higher Secondary School, Rupendehi Nepal .

### **Personal skills and competences**

- Very good interpersonal relation skills & ability to communicate effectively.
- Customer care oriented, proactive attitude and well organized.
- Team spirit, positive thinking, leadership qualities, analytical.
- Ability to work under any available schedule including nights, weekends, holidays and Over time.
- Ability to work in cold temperature.

### **Work Experience**

#### **HOTEL ASSISTANT AT LUMBINI HOTEL ( 6 YEARS)**

- Day to day activities
- Making sure the inventory has been placed accurately.
- Providing the good customer services
- Stock checking on every week to for the accuracy.
- Providing goods to the consumer for their satisfaction on time.

#### **WAREHOUSE ASSISTANT at CG (Chaudhary Group Nepal) – APR 2018 to JAN 2020**

- Loading and offloading the truck as per manifest.
- Making sure the inbound is good condition.
- Palatizing the inbound to depart to the customer safely.
- Ensuing the labelling for accuracy of the inbound as per manifest.
- Picking and packing.

#### **WAREHOUSE OPERATIVE AT RSA GLOBAL (COLD CHAIN) MAY 2023 TILL DATE**

- Teamwork
- Generating picking and packing list from WMS.
- Have good experience of RF machine for receiving and put ways and other activities.
- Picking and packing
- Market return receiving.
- Providing 100 % accuracy to staff and customer on time without delay.
- Managing and coordinating with staff for operational activities.
- Providing other activities such as (Delivery note, loading and offloading, inventory checking, ASN/GRN generating, implementing new ideas to run the operation smoothly)

### **DECLARATION**

I hereby declare that above all the information is correct and true.

**GOVINDA KC**