



MADHAV RAJBANSHI

📍 **Home :** Kankai-8, Laxmipur, Jhapa , Nepal, Birtamode, Nepal

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Gender: Male **Date of birth:** 15/06/1994

ABOUT ME

Seeking challenging career in a reputable organization based on my merit, where i will have opportunities to become valuable asset based on my performance combined with my contributions to the growth and prosperity of the Organization

WORK EXPERIENCE

[06/06/2020 – 31/07/2020]

Sales assistant

Sri Ram life insurance company limited

City: Bangaluru | **Country:** India | **Name of unit or department:** Sales | **Business or sector:** Financial and insurance activities

.Maintaining and developing relationships with existing customers

Visiting potential customers for new business

Making accurate, rapid cost calculations

Providing customers with quotations

Negotiating the terms of an agreement and closing sales

Gathering market and customer information

[15/11/2020 – 30/11/2022]

Commercial Associate Coordinator

Nepal shipping and multi-modal transportation private limited

City: Kathmandu | **Country:** Nepal | **Name of unit or department:** Commercial | **Business or sector:** Transportation and storage

Providing support in developing new shipping services business from new customers and retaining and developing more business from existing customers.

Promote Shipping Agency Services through commercial activities such as sales call visit (locally & Overseas), Conduct telemarketing to develop the business and activity be involved in CRM activities with the objective of customer retention and loyalty.

Provide Support to prepare, submit and follow-up on quotations.

As a member of commercial team, gathering and analyse information on the shipping market to contribute to the success of the team and the division.

Involved in preparing reports, documentations and monitor business relationships with existing customers through various mediums such as CRM database and activities.

Supply Chain Activities through international overseas agents clearance documents management within the time frame.

Communicate with overseas freight forwarders for details description working on the subject vessels and other information subject to vessel.

[09/04/2024 – Current]

Data entry operator

DULSCO LLC (Dnata)

Country: United Arab Emirates

- maintaing data sheet of employees of Staff and operator as well as of portors in alters system.

-Duplicating the data of an employee in excel sheet.

-Conditional formatting through alters system.

-Cross checking data if employee attendance is noted or not.

-Alter deviation.

EDUCATION AND TRAINING

[2015 – 2018]

BBA

Bangalore University

Address: HSR layout Sector-4, bangalore, Karnataka, India, Bangaluru, India | **Field(s) of study:** Business, administration and law: • *Finance, banking and insurance* • *Accounting and taxation* | **Final grade:** 6.4

International finance

Cooperate Strategy

International Business

Statistics

[2012 – 2014]

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Computer Science

Address: Tinkune, Kathmandu, Nepal, 0980, Kathmandu, Nepal |

SLC

Little Flower English School

Country: Nepal | **Field(s) of study:** Natural sciences, mathematics and statistics:
• *Mathematics*

LANGUAGE SKILLS

Mother tongue(s): Rajbanshi

Other language(s):

English

LISTENING C2 READING C2 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Hindi

LISTENING C2 READING C1 WRITING B2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C1

Nepali

LISTENING C2 READING C2 WRITING C1

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

My Digital Skills

Microsoft Office | Microsoft Excel | Social Media | Zoom | Google Drive | Google Docs

HOBBIES AND INTERESTS

Basketball, Football, Cooking food, reading books

All the statement is true and known by me.