



CONTACT

+971-527114642

sanjogjoshi.03@gmail.com

Deira , Dubai, UAE

EDUCATION

High School

Rajbiraj Model Higher Secondary School / Rajbiraj, Nepal / July, 2009 - November, 2011

SKILLS

- Problem solving - Skillful
- Communication skills - Experienced
- Forklift operator skills - Experienced
- Team Work - Experienced

LANGUAGE

Nepali ● ● ● ● ●
English ● ● ● ● ○
Hindi ● ● ● ● ○

Sanjog Joshi

Organized, detail-oriented, and self-motivated office assistant seeking to use my interpersonal skills and positive attitude to benefits your organization and its clients.

EXPERIENCE

Office Assistant

Qatar National Import & Export Co. / Doha, Qatar / December, 2022 - February, 2024

- Greeting customers as they enter the office
- Accepting and filling the packages
- Setting appointments and handling inbound phone calls to the office
- Assist with photocopying, scanning, and filing documents
- Ensure that office supplies are well-stocked and manage inventory
- Provide refreshments to staff and visitors as required

Warehouse Assistant

Qatar National Import & Export Co. / Doha, Qatar / June, 2016 - November, 2022

- Move inventory and items across facilities
- Sort, organize and store inventory in the proper location
- Scan delivered items and ensure quality
- Report damaged or missing inventory to supervisor
- Stock counting and location checks

I believe my vision and values align with the company brand and I would be an excellent fit for your organization. Thank you for your time in reviewing my resume.