

RAJ KUMAR THAPA



Contact

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Language: English, Arabic, Hindi
Nepali

Personal Details

Passport No : PA3020567

Date of Birth : 04/05/1986

Nationality : Nepali

Gender : Male

Marital Status : Married

Visa Status : Visit Visa

Skills Highlight

- Positive Attitude.
- Time-management skills.
- Teamwork Skills.
- Good Communication Skills.
- Service-focused
- Easy adaptability to situation.

Career Objective

I intend to work with the utmost of my abilities in order provide efficiency, effectiveness and discipline expected from an employee and at the same time to associate with an organization that prospers dynamically and gives me opportunity to prove abilities and skills in all aspects in the development of the organization.

Work Experience

✚ **STORE KEEPER SUPERVISOR** – Ma 01, 2007 to July 31, 2009
King Abdul Aziz Arabian Horses Center at Dirab, Kingdom of Saudi Arabia.KSA

- Coordinate warehouse operations in accordance with 5S (sort, set, shine, standardize, sustain) techniques in manufacturing.
- Carry out documentation and identification of business requirements.
- Comply with safety, health and operational quality standards.
- Conduct safety and health risk assessment.
- Coordinate arrangement or rotation of warehouse cargo and items.
- Coordinate cargo or material handling security procedures.
- Coordinate department's incident or crisis management initiatives.
- Coordinate trans-shipment and trans-loading operations.

✚ **INVENTORY ASSISTANCE** – April 19, 2012 to June 28, 2014
Agility Logistics, Qatar

- Monitoring inventory levels and replenishing stock as needed.
- Developing and implementing inventory control systems and practices.
- Liaising and negotiating with vendors and suppliers to ensure the quality of stock purchases.
- Coordinating the logistics of purchase orders, stock transfers, deliveries, tagging, and processing.
- Forecasting supply and demand requirements to ensure stock availability.
- Tracking inbound and outbound orders to prevent overstocking and out-of-stock (OOS).
- Analyzing and reviewing supply chain data to identify and resolve issues.

✚ **OPERATION OFFICER** – February 23, 2015 to August 23, 2017
Agility Logistics, Qatar

- Ensuring all operations are carried on in an appropriate, cost-effective way
- Improving operational management systems, processes and best practices
- Helping the organization's processes remain legally compliant
- Ensure all operations are carried on in an appropriate, cost-effective way
- Improve operational management systems, processes and best practices
- Purchase materials, plan inventory and oversee warehouse efficiency
- Help the organization's processes remain legally compliant

✚ **STORE INCHARGE** – 1 Years' Experience
Ikcon, Kingdom of Saudi Arabia.KSA

- Delivering excellent service to ensure high levels of customer satisfaction.
- Motivating the sales team to meet sales objectives by training and mentoring staff.
- Creating business strategies to attract new customers, expand store traffic, and enhance profitability.
- Hiring, training, and overseeing new staff.
- Responding to customer complaints and concerns in a professional manner.
- Ensuring store compliance with health and safety regulations.
- Developing and arranging promotional material and in-store displays.
- Preparing detailed reports on buying trends, customer requirements, and profits.

Education

- **Bachelor Degree, Tribhuwan University** – 2011
Kathmandu, Nepal

TECHNICAL SKILL

- Ms. World, Ms Excel and Ms, outlook (windows,95,98,200XP) Tally

Declaration

I hereby declare that the details mentioned above are correct to the best of my knowledge and belief.