



PRITHIVI RAJ UPRETY

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Date of Birth: 17/04/1981
Nationality: Nepali

Passport No.: PA1944301
Current Status: On Visit Visa

Countries Visited: Schengen, China, India, SAARC
REGION

OBJECTIVE

I've always been keen to gain challenging leadership position utilizing my creative skills, expertise and practical problem solving strategies.

My goal is to proudly associate with the Industry/Company where my skills, experiences and expertise can prove to be instrumental enhancing company's organisational productivity and integrity.

SKILLS/EXPERTISE

- Good at various Project handling Skills especially in construction sector
Project Management Skills (3+ years)
- Sound Organizational Cum Administrative Skill(7+ years)
Inventory Management Skills
- Can Execute Work Breakdown Structure (WBS)
- Innovative Time/Budget/Effort Management Strategy
- Focused on promoting prolific atmosphere for dynamic team development
- Prominent Business communication skills(10+ years)
Diligent Demonstrative Skills
- Can Conduct Quality assurance, quality control and Periodic monitoring mechanism
Effective Implementation of Integrated Management System (IMS) to enhance accuracy and reliability(3+ years)
- Conducting Implementation of As-Built Specification with higher compliance in accordance
Knowledge about conducting and reporting on Non-conformance Reports(NCRs) as well as implementing Preventive/Corrective Action Request(CARs) and adjustments made

PERSONAL STATEMENT

A professional Sales Cum Administrative Manager seeking a job that requires energy, Quality, Professionalism, Patience, Innovation, Practical Problem Solving Ideas, Organisational Integrity with a company where I can use my skills and experiences to enhance Core Values and productivity of an organisation.

EDUCATION

- 1998** **Education Board Of Nepal**
School Leaving Certificate
- 2001** **Central Campus of Technology, Dharan, Tribhuvan University, Nepal**
Proficiency Certificate Level
- 2004** **Trichandra Multiple College, Tribhuvan University, Nepal**
Bachelor's Degree in Microbiology(B.Sc)
Part 1,Part 2
- 2007** **Hojskolen Snoghoj, Fredericia, Denmark**
Danish Language and Culture Course Certificate(DLC)
- 2007** **Hojskolen Snoghoj, Fredericia, Denmark**
Explorer, Culture Club (DLC) Certificate
- 2008** **Lyngby Business School,Copenhagen, Denmark**
Academic Professional Degree
Service Management
Attended for one years
- 2009** **Koge Business School, Copenhagen, Denmark**
Academic Professional Degree
Business Leadership and Management
Attended for 1 year

EXPERIENCE

- Oct 2016 - Dec. 2023** **Saan Brick Kiln Industry, Nepal**
Department Head
Sales Cum Revenue Division
My duties were
optimising sales revenue
Develop fast mover sales strategies as our competitive strength to reach more towards perspective clients.

I have to Conduct Trainings, Customer Centric Skill Development Guidance and Motivational programmes periodically to enhance productivity of Sales Executives ensuring supportive working atmosphere conformance with Organizational Goals set by the company as well.

Periodic Guidance on Adapting Changing priorities of market within assigned territory
Conduct campaign to understand market trends, buying perception and develop competitive strategies to win customers' loyalty.
Addressing customers needs, concerns, inquiries promptly and professionally has always been my regular schedule.
Building trusted business relationship with perspective clients with cutting-edge consultation
Conducting regular visits, presentations, preparing quotations/proposals

Knowledge on Quality Management System(QMS)

- Quick learner/observer towards new kinds of projects and services
- Profession Based Patience
- Self-motivated
- Innovative drive towards professionalism
- Extensive Leadership Skill
- Multilingual
- Can Conduct Multitasking
- Computer Literate
- Access to MS Office, Multimedia
- Charming Interpersonal approach
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LANGUAGE

- Native: Nepali
- Fluent: English(Verbal as well as written), Hindi (Verbal as well as Written)
- Little Access: Dansk,Urdu, Bengoli

I have to report management of keeping record on Key Performance Indicator(KPI System) Analysis there by ensuring daily progress in Sales and Revenue. Make innovative and winning decisions on unforeseen problems that arises along the way of standard Sales Procedures, while adhering to the norms and values set by the industry.

I've to Prepare sales proposals

Nov. 2013 - Aug. 2016 **Emerging Architects Private Ltd., Kathmandu, Nepal**

Assistant Quality Assurance/Quality Control Manager(QAQC MANAGER)

As a QAQC Assistant Manager at TRDC, Technical Research and Development Committee founded by association of South Asian Brick Kiln Industries and Headed by Emerging Architects

My tasks were to Organize, Implement, Conduct and reporting Integrated Management System(IMS) While adhering to the company's policy, As-built Specifications and ISO 9001:2000 Standards as well.

Have good insights into uniqueness and precise qualities of each and every Project /As-Built Specification and action plans to address smooth execution of the project.

Acquiring training, motivations, orientations periodically for successful execution of each new projects while ensuring the highest quality of compliance to project requirement. Ensure Project In Charge about well-informed, effective and skilled workforce demonstrating their highest integrity of standard operating procedure.

Documenting Non-conformance Reports (NCRs) to Project In Charge, Applying Corrective Action Request(CARs) prescribed by the Project In Charge in order to ensure Corrective/Preventive measures so that recurrences of errors are prevented. Submit Documentation of Method Statement and changes made along the way of Project As-Built Specification to Project In Charge.

Sep. 2011 - July 2013 **Nice N Naughty Private Ltd. Nepal**

Executive Manager

Promoting Goods for Sex-Health and Wellness like Sex- Toys , Condoms, Lubes, other prophylactic products and services for the first time in history of The South Asia was like nightmare. Finally, I did it with Professional sophistication.

REFERENCE

Kala Sharma - Board of Director

Saan Brick Kiln Industry Pvt. Ltd., Nepal
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Tilak Karki - Sales Executive

Al Fazer Trading LLC, Dubai
kctilak63@yahoo.com
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| +971563436031

Signature:

A handwritten signature in black ink, appearing to read 'Prithivi Raj Uprety', written over a horizontal line.

Prithivi Raj Uprety