AmritBasnet

Storekeeper/Logistics officer

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EXPERIENCE

January 2021-2024

# Logistics Officer Periwinkle Service Pvt.Ltd Nepal

* Working with the wider development team. Updating inventory lists.
* Receiving and dispatching goods and verifying movements of stock.
* Checking purchase orders against stock levels.
* Preparing delivery schedules.
* Coordinating maintenance and repairs of storage facility.
* Entering data into a database.

January 2019 -2021

**Sales And Marketing Manager Vivo Mobiles Nepal**

* Set sales goals
* Maintaining client relations
* Create a marketing plan and strategies
* Brand marketing
* Developing the sales process
* Lead sales and marketing team
* Reporting
* Develop revenue strategies and marketing campaigns
* Plan and manage marketing campaigns

January 2018-2019

# Storekeeper Himalayan Outdoor Festival

* Overseeing pricing and stock control
* Inventory control
* Develop strategies to improve customer service
* Financial Management
* Recruit and hire new employees
* Dealing with customer service issues
* Maintaining statistical and financial records
* Conducting performance reviews and appraisals
* Creating employee schedules
* Meeting sales goals Motivating employees to achieve targets
* Compliance
* Customer service

education

## April 2015 : School Leaving Certificate Narayan Secondary School

**April 2017 :10+2 Patan Multiple campus Lalitpur Nepal**

**April 2019- 2024 : Bachelor in Sports Management Dehradun University india**

SKILLS

Project management Data analysis Communication

Organization Problem-solving Management

Time management

Teamwork Digital Marketing