

RAJ BAHADUR RAWAT

+971 565694234 @ bdrrawat77@gmail.com
Al Satwa, Dubai, United Arab Emirates

SUMMARY

Dynamic, Successful, results-oriented individual with a strong, impressive track record of idea generation, implementation, and performance within various Industries. Excellent interpersonal skills, performs effectively in complex and difficult environments, can resolve multiple, complex issues, and motivates staff to peak performance.

EXPERIENCE

Data Entry Clerk/Admin Assistant 07/2022 - 11/2023

Network Associates

- Obtaining scanned records and uploading them into company databases.
- Typing paper documents into the record-filing system.
- Adhered to strict data confidentiality policies to prevent information leakage.
- Review documents to correct grammar and spelling mistakes.
- Filtering appropriate or required data from the large data source.
- Handling extensive data entry tasks in newly developed MIS Software.
- Handling office operations overseeing document management and executing administrative tasks.
- Providing daily, weekly, or monthly reports to the supervisor.
- Used Microsoft Word, Excel and other software tools to create documents and other communications.
- Extract and Transfer data from one source to another source with accuracy.

Front Counter Cashier 01/2022 - 06/2022

Laxmi Multi Sales and Suppliers

- Registering cash, checks and online payments into the system with excellent accuracy.
- Identifying opportunities for cross-selling and up-selling products.
- Answering questions about store policies and addressing customer concerns promptly.
- Worked flexible schedule and extra shifts to meet business needs.
- Greeting customers entering the store and responding promptly to customer needs.
- Accepting payment and providing change.
- Providing after-sales support to customers via phone calls and WhatsApp.

Salesman 12/2021 - 10/2022

Bhat Bhateni Supermarket

- Showcased product features to customers.
- Cross-selling and upselling when appropriate.
- Used appropriate sales approach to understand customer needs and recommend relevant products and offers.
- Upheld high standards of customer service.
- Forged and nurtured impactful relationships with customers to cultivate loyalty.
- Responsible for promoting a safe and clean working environment.
- Collaborated with other staff to ensure customer satisfaction.

EDUCATION

Bachelor of Business Studies 03/2017 - 11/2021

Tribhuvan University



LANGUAGES

English	Advanced	● ● ● ● ●
Hindi	Advanced	● ● ● ● ●
Nepali	Native	● ● ● ● ●
Japanese	Beginner	● ● ● ● ●

SKILLS

Hard Skills

Cashier · Cash Handling · Data Entry ·
Excel · Microsoft Word · Powerpoint ·
Zoom · Google Meet · MS Teams ·
Computer Literacy · AI Tools ·
Trello (Project Management Tool) ·
Outlook · Email Correspondence ·
Google Calendar · Internet Browsing ·
Research · Typing Speed · Data Filtering ·
Data Management · Sales · Slack

Soft Skills

Customer Service · Collaboration ·
Interpersonal Skills · Networking ·
Time Management · Results Driven ·
Attention to Details · Adaptability ·
Communication · Emotional Intelligence