

ROL BAHADUR THAPA

Warehouse Associate | Admin Assistant | Sales Associate

Contact Information

Location: Burjuman, Dubai, United Arab Emirates

Phone: 0543230611 | WhatsApp: 543230611

Email: roleroman15@gmail.com

Nationality: Nepalese

Driving License: Nepali Light Vehicle

Professional Summary

Hardworking and detail-oriented professional with experience in warehouse operations, administrative support, and customer service. Skilled in inventory management, data entry, cash handling, and problem-solving. Seeking a challenging role to utilize my skills and enhance operational efficiency.

Work Experience

Warehouse Associate | Amazon Fulfillment Center | Dubai

October 2023 - September 2024

- Managed warehouse inventory and ensured efficient product stocking.
- Operated warehouse equipment and maintained a safe work environment.
- Assisted in packaging, shipping, and receiving operations.

Admin Assistant Site In-Charge | Woqod, Doha, Qatar

July 2014 - July 2017

- Handled administrative tasks including scheduling, document management, and customer interactions.
- Assisted in payroll management and staff coordination.
- Provided customer support and resolved service-related issues.

Cashier | Emirate Petroleum Dubai, Woqod Qatar

August 2008 - May 2010

- Processed transactions and managed cash register operations.
- Assisted customers with purchases and resolved billing inquiries.
- Maintained sales records and reconciled daily cash flow.

Education

S.L.C. Manohar Secondary School, Nepal - May 2005

10+2 Navodit Vidhyakunja H.S.S. - May 2010

Key Skills

- Warehouse Operations
- Administrative Support
- Customer Service
- Cash Handling
- Inventory Management
- Problem-Solving
- Time Management
- Teamwork
- Multitasking

Certifications & Training

- Basic Firefighting Training (Qatar Civil Defence)
- L2 Award in Food Safety & Hygiene (BOECKER)
- Cashier Training (Ruby VeriFone Register & POS System)
- Basic Computer Course

Languages

Nepali, English, Hindi, Arabic

References

Available upon request.