



Saugat Nepali

Date of birth: 09-10-1999

Address : King Faisal Street, Al
Qasimia, Sharjah, UAE

Nationality: Nepali

Gender: Male

Marital status: Married

Language: English, Hindi,
Nepali

CONTACT:

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Passport No: PA1511023

Passport Expiry:04-04-2033

OBJECTIVE:

Creative, team-oriented worker with over **4+ years** of experience working in the IT Field and Marketing/Retail. Highly adept with different software, Programs, ERP, Marketing technique and retail skills. Technical expertise, leadership, and understanding of the client's psychology will prove to be a valuable asset to your company. Now looking for a suitable and good profile company.

WORK EXPERIENCE

- Worked as **IT / Graphic Designer/ Marketing Executive** at **Mumtaz Hypermarket, Sharjah-UAE**
 - 08.2023 to *Present*
- Worked as Senior **IT/Digital Marketing Officer** at **TVS Motors- Jagdamba Credit and Investment Pvt. Ltd., Nepal**
 - 09.2021 to 12.2022
- Worked as IT Officer/Marketing & Education Consultant at **Expert Education and Visa Services, Nepal**
 - 07.2020 to 08/2021
- Worked as Executive System Operator/Marketing at **TATA-Sipradi Trading Pvt. Ltd,Nepal**
 - 01.2020 to 07.2020
- Worked as Computer Tutor at **Panchadewal Computer Point, Nepal**
 - 03.2015 to 02.2016

POSITION SUMMARY

The IT Officer is responsible for managing and maintaining the organization's technology infrastructure, ensuring optimal performance, security, and efficiency. This includes overseeing network systems; software applications, hardware, and IT support services. The IT Officer works closely with various departments to support their technical needs, troubleshoot issues, and implement new technologies to improve business operations.

DUTIES AND RESPONSIBILITIES

IT Assistant :

- Manage and maintain the organization's IT infrastructure, including servers, networks, and data storage systems.
- Provide technical support to staff, resolving hardware, software, and network-related issues.
- Ensure data security and compliance with relevant regulations and policies.
- Oversee the installation, configuration, and maintenance of IT systems and software.
- Collaborate with other departments to identify and implement technology solutions that enhance productivity and efficiency.
- Monitor and manage IT resources, including budgeting, procurement, and vendor relationships.

- Stay up-to-date with the latest technology trends and best practices to keep the organization's IT systems current and secure.

Marketing:

- Develop and execute comprehensive marketing strategies to increase brand awareness and drive sales.
- Conduct market research to identify target audiences, industry trends, and competitive landscapes.
- Create and manage marketing campaigns across various channels, including digital, print, and social media.
- Collaborate with the sales team to align marketing strategies with sales objectives.
- Analyze the performance of marketing campaigns, using data to optimize strategies and improve ROI.
- Manage relationships with external agencies, vendors, and partners to support marketing initiatives.
- Ensure all marketing materials and communications adhere to the brand's guidelines and messaging.

PERSONAL STRENGTH:

- Highly self-motivated, ambitious & dedicated to providing high standard of service.
- Ability to organize and motivated other level of performance and productivity.
- Excellent communication and interpersonal skills.
- I am hard working ambitious and able to do multitasking job at the same time.

EDUCATION

- Diploma in Computer Engineering From Haryana Board in 2019 AD
- School Leaving Certificate from National Examination Board in 2015 A

ADDITIONAL COURSES

- Web Page Designing.
- Fundamentals of Programming.
- Graphic Designing in Computer Applications.

SKILLS

Adobe Creative Suits, MS Office, ERP Software, CRM Management, Networking, Administrative Works.

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge I am also confident of my ability to work in a team.