



Dipesh Gurung

Nationality: Nepalese **Date of birth:** 23/10/1987 **Gender:** Male

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Home: Al Satwa (United Arab Emirates)

ABOUT ME

Passport No. : BA0037822
Date of Issue : 10 July 2023
Date of Expire : 09 July 2033
Father's Name : Mr. Sagar Gurung
Mother's Name : Mrs. Shashikala Gurung
Height : 5.8"
Weight : 77 KG

WORK EXPERIENCE

Ass. Manager

Adidas [13/06/2021 – 11/02/2024]

City: Kathmandu | Country: Nepal

- Assist the Retail store manager in planning and implementing strategies to attract customers
- Co-ordinate daily customer service operations (sales processes , orders and payments)
- Track the progress of weekly, monthly, quarterly and annual objectives
- Monitor and maintain store inventory
- Achieving Target set
- Develop good customer relationships.

Sales executive

Converse [17/03/2018 – 28/05/2021]

City: Kathmandu | Country: Nepal

- Conducting market research to identify selling possibilities and evaluate customer needs
- Actively seeking out new sales opportunities through cold calling, networking and social media
- Setting up meetings with potential clients and listening to their wishes and concerns
- Achieving the target set.
- Collaborate with team members to achieve better results
- Gather feedback from customers or prospects and share with internal teams

Data entry operator/ Payroll Clerk

HOTEL MOONLIGHT [16/02/2014 – 03/10/2017]

City: kathmandu | Country: Nepal

- Entered new invoices into the system
- Transferred data from Paper formats into Computer database system using Keyboard, Data recorders and Optical scanners
- Worked closely with internal departments and management teams to resolve all payment issues



- performed regular backups to ensure data preservation
- Prepared documents for scanning and scanned high volume of papers on internal system
- Complete Record of employee's daily attendances, Overtime works done and total Salary by the end of month.

EDUCATION AND TRAINING

12th Accounting and CA inter (Running)

Lincoln College [05/04/2023 – Current]

City: Kathmandu | Country: Nepal

Bachelor's Degree in Humanities and Social Science

Tribhuvan University [2016 – 2018]

City: Kathmandu | Country: Nepal

I.COM in Accounts, Mathematics and Hospitality Management

Lincoln College [2010]

City: kKathmandu | Country: Nepal

Basic Office Package in Computer

Kantipur International Open Education Pvt Ltd [10/10/2007 – 09/01/2008]

City: Kathmandu | Country: Nepal

LANGUAGE SKILLS

Mother tongue(s): Nepali

Other language(s):

English

LISTENING C1 READING C2 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Hindi

LISTENING C1 READING B1 WRITING B1

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office / Microsoft Powerpoint / Microsoft Excel / Social Media / Social Network / Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access / customer service

DRIVING LICENCE

Driving Licence: A2

HOBBIES AND INTERESTS

Hobbies

- Playing guitar
- Reading books

I solemnly declare that all the above information are correct to the best of my knowledge and belief



... DIPESH GURUNG