



## Saroj Shrestha

**Date of birth:** 25/12/1995

**Nationality:** Nepalese

**Gender:** Male

### CONTACT

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### Passport Details

- Passport No:10417153
- Date Of Issue: 7 JUN 2017
- Date Of Expiry: 6 JUN 2027
- Visa Status: Visit Visa
- Expired Date: 25 March 2024

## ABOUT ME

A Highly Motivated, Enthusiastic, Optimistic person who has more than 9 years of experience as a sales assistant, Underwriter and Currently as a Marketing Assistant. Now seeking a long-term career as a mid-level position in a reputed company like yours.

## WORK EXPERIENCE

**16/12/2022 – CURRENT**

### Marketing Assistant

Neco Insurance Ltd

- Content Creation: Develop marketing materials.
- Market Research: Identify trends and customer needs.
- Campaign Coordination: Assist in planning and executing campaigns.
- Customer Interaction: Address inquiries, ensure positive experience.
- Payment Handling: Manage payments from clients.
- Claim Processing: Handle non-life insurance claims.
- Data Analysis: Analyze marketing data for strategic insights.

**20/05/2017 – 15/12/2022 – Kathmandu, Nepal**

### Underwriter Assistant

Neco Insurance Ltd.

- Preparing the terms and conditions of insurance policies.
- Gathering background information on potential customers from information provided in proposal forms for insurance.
- Analyzing all relevant data using appropriate software to determine whether the level of risk is acceptable.
- Liaising with insurance brokers or communicating directly with customers

**03/05/2014 – 10/05/2017 – Kathmandu, Nepal**

### Sales Man

Sagarmatha Herbal

- Greet customers.
- Represent our brand in a professional, successful manner that results in repeat business and a positive customer experience
- Speak with customers to understand their needs and resolve any issues.
- Check for stock and order requested stock for customers.
- Elevate complaints to management

## EDUCATION AND TRAINING

Nepal

### Patan Higher Secondary School

Higher Secondary Education Board

Nepal

### Navjeevan Bidyashram Secondary School

School Leaving Certificate

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Nepali

**OTHER LANGUAGE(S):** English and Hindi

## PROFESSIONAL SKILLS

### Professional skills

- Customer Service & Product Knowledge
- Time Management
- Good knowledge of Microsoft Office (Word, Excel, Power Point)
- Good Knowledge of Typing in English, Nepali, Hindi
- Excellent hand-eye coordination
- Flexibility and Adaptability.
- Hygiene knowledge
- Food Presentation Skill
- Good Communication Skill
- Strategic Planning & Goal-Oriented
- Selling and Negotiation Skill
- Good level of physical fitness.

### Personal Strengths

- Good in Time Management and Teamwork
- Organized, Optimistic & Motivated
- I am a Quick Learner & like to adopt new changes positively.
- Tech-savvy & updated with any new required new technology
- Leadership Skills, Business Sense & Negotiation Skill
- All other qualifications the position justifies

## TRAINING AND CERTIFICATE

**07/02/202018 to 28/02/2018**

### Boona Beanz

- Boona Beanz Beginner Barista Training

**26/01/202019**

### Institute of Banking and Insurance (IBI) Studies

- Property Insurance Directives 2075 & Practices in Marine Insurance

**05/01/2024**

### The School of Coffee Beans

- Barista Training

## DRIVING LICENSE

### Driving License

- Two Wheeler Driving license issued by Nepal government.
- Four Wheeler Manual driving license issued by Nepal Government.

## DECLARATION

### Declaration

"I hereby declare that all the above-mentioned information is in accordance with fact or true up to my knowledge and I bear the responsibilities for the correctness of the above-mentioned particulars."

-Saroj Shrestha.