



CONTACT ME

- +971 585293201
+971 504909963
- sujanrinadhikari@gmail.com
- Al Rolla Street, Dubai

EDUCATION

Bachelor

NATHM, Kathmandu
2008-2011

High School Diploma

Pentagon College Kathmandu
2004-2006

SKILLS

- Leadership
- Communication
- Customer Service
- Salesmanship
- Team Management
- Problem-Solving

LANGUAGE

- English
- Hindi
- Nepali

Sujan Adhikari

CAREER OBJECTIVE

To leverage my exceptional communication and organizational skills in a front desk role, where I can efficiently manage administrative tasks, greet and assist guests, and uphold a professional and welcoming atmosphere. Dedicated to providing excellent customer service and contributing to the smooth operation of the organization.

WORK EXPERIENCE

Front Desk Officer 2021-2023
New Hotel Atithi, Kathmandu

- Greeting and welcoming visitors in a friendly and professional manner.
- Answering phone calls, emails, and in-person inquiries, directing them appropriately.
- Performing administrative tasks like managing correspondence and scheduling appointments.
- Sorting and distributing mail, packages, and deliveries.
- Managing reservations, appointments, or bookings for facilities or services.
- Monitoring and controlling access to the premises, ensuring security.
- Maintaining cleanliness and orderliness of the front desk area.

Inventory Incharge
Elabelz.com, Dubai 2016-2018

- Monitor and control inventory levels.
- Plan and forecast inventory needs based on demand.
- Manage relationships with suppliers and vendors.
- Oversee receiving and inspection processes.
- Organize and optimize inventory storage.
- Conduct regular audits to ensure accuracy.
- Generate reports and analyze inventory data.
- Identify and implement process improvements.
- Ensure compliance with regulations and standards.
- Supervise and train inventory staff.

Passport & Personal Detail

Passport No. : BA0144008
Passport Expiry : 01 Aug 2033
Visa Status : Visit Visa
Nationality : Nepalese
Date of Birth : 22 Apr 1987