**Mr. Suman Raj Thapa**

* Email Id : thapa.sumanraj@gmail.com
* Contact Number : +971547792860
* Address : Kathmandu, Nepal
* DOB : 12/09/1990
* Nationality : Nepali
* Marital Status : Married
* Gender : Male
* Travel Document No: BA0186371

**Professional Experience**

**Cashier, Audit Department, 2025-Present**

*Valtrans Transportation Management System*

* Processing sales transactions and taking payments
* Calculating and returning change for cash transactions
* Maintaining adequate change denominations and requesting additional change
* Reconciling cash drawers and sales receipts
* Reporting issues with equipment
* Responding to and resolving customer complaints and concerns
* Processing layaways, returns and exchanges

**Junior Officer, Operation Department, 2021- 2025**

*Buddha Air Pvt. Ltd*

* Complete any other task assigned by manager from time-to-time.
* Coordinate and liaison with concern local authority.
* Verify Logbook of Cockpit Crew.
* Assist to prepare and submit documents to CAAN.
* Collect the data and keep the records of cockpit crew license, training, medical, DCP, Aviation English Test, etc.

**Assistant Site Supervisor, 2018-2020**

*New Technical Waterproofing and Infra Rehabilitation Pvt. Ltd*

* Basically my role as Assistant Site Supervisor is to assist the Engineers.
* Guide the workers along with the site inspection.
* Inspect the core area where the maintenance needed and flow the information to the Site Engineer.
* Assist supervisors with the required equipment.
* Maintain and keep the records of the equipment and stocks.

**Education**

**Bachelor Degree,** *Tri- Chandra Multiple Campus*

Kathmandu, Nepal

**Intermediate,** *Valley Public Higher Secondary School*

Kathmandu, Nepal

**Languages**

English, Hindi, Nepali

**Interests**

1. Travelling & Exploring
2. Reading Books
3. Interaction

**Profile**

I am quick learner. I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative.

**Declaration**

I hereby declare that the details and information given above are complete and true to the best of my knowledge.

**Suman Raj Thapa**

Kathmandu, Nepal