

CURRICULUM-VITAE



Tanka Prasad Bhandari

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CAREER OBJECTIVE

To take a challenging role as Store Receiver and Electronics Data Processor (EDP). Here by monitor, control numerous computer systems, peripherals, equipment and networks operation with efficiency which makes the operations effective and ease. I am looking for an opportunity which demands the best of my educational ability, technical skills, helps me in broadening my skills and knowledge. The ideal opportunity would Beth offers vast growth potential, emphasize on teamwork, individual initiative, and recognizes excellence, rewards and results.

PERSONAL TRAITS

- Flexible Team player with demonstrated capacity to learn quickly and apply that knowledge
- Enthusiastic and Dedicated with a Positive Attitude.
- Responsible, presentable and motivated and can work in a challenging environment.
- Very understanding and has a helping mentality and very keen in socializing and assisting.

SKILLS

- Have experience and expertise in installation of various software and operating system.
- Expertise in the usage of Ms Office tools namely Ms-Word, Ms-Excel, Ms-PowerPoint, Ms-Access, Graphics Design, and Web Page Design.
- Knowledge and certification in using Accounting package namely TALLY, SAP, NAVISION, ERP.
- Have Expertise in using search engine tools Internet.

WORK EXPERIENCE

- Worked as a Receiving Supervisor with Urban Foods (GMG Consumer LLC) from 9^h Dec 2018 to 22 April 2024.
- Worked as a Receiving Supervisor and IT Support with Sprouts Supermarket LLC in Dubai as a from 14th April 2018 to Nov 2018.
- Worked as a Supervisor in Blue mart Supermarket Dubai, UAE from 9th Feb 2017 to 12 April 2018.
- Worked as a Storekeeper in M.H. Alshaya Co. LLC (Logix Jafza), Dubai UAE. From 6th Dec 2015 to 9 the Feb 2017.
- Worked as a Central Data Entry Controller (Admin) June 2012 to 30 Nov 2015. (Group of KM Trading co. LLC.) in Dubai
- Worked as a Store Receiver with K.M. Retail LLC (Group of KM trading co. LLC) in Dubai May 2011 to June 2012.

Work and Responsibilities

- ✓ Maintain the hygiene in Receiving Area.
- ✓ Check the expiry Date on product, need to check the temperature of child and frozen Item
- ✓ Check the correct Qty as per LPO and Invoice; check the product price as per LPO.
- ✓ Arrange the receiving item in Store Room.
- ✓ Clear the Expired particular suppliers Item on product receiving time.
- ✓ New Products Mastering in the system.
- ✓ Product Cost Price Correction in the system as per supplier's information and purchase manager instruction.

- ✓ Product Sales Price Correction in system.
- ✓ Local Purchase Order Preparation.
- ✓ Sales Updating (POS Verification)
- ✓ Making the Daily Sales Report.
- ✓ Inventory Reconciliation.
- ✓ Preparation of Stock Take Monthly, Half yearly and yearly by Mobile Data Terminal.
- ✓ Configuration of Mobile Data Terminal.
- ✓ Configuration of Point of Sales Machine.
- ✓ Preparation of Month End Report. (Closing Stock Report, Stock Movement split Report, Purchase Report, Sales Report, Internal Branch Transfer Report, Wastage Report, Stock Adjustment Report etc.)
- ✓ Supporting to Store Data Entry Staff.
- ✓ IT supporting work.
- ✓ Other work and responsibilities as per assigned.
- Worked as a Computer Hardware and networking Technician in Prakash Electronics and Computer Suppliers, Damak, Jhapa, Nepal.
- Worked as a Computer Hardware and Networking Technician in Memory Computer Traders, Damak, Jhapa, Nepal.
- Worked as a Computer Instructor in Moonlight Computer Center Damak, Jhapa, Nepal.
- Worked as a Computer Hardware and Networking Instructor in Everest Multi Technical College Damak, Jhapa, Nepal.

EDUCATIONAL QUALIFICATION

- Intermediate of Commerce (Damak Multiple Campus)
- SLC (Himalaya Higher Secondary School Damak, Jhapa, Nepal)
- Person In-charge (PIC) Training and certification for 5 Years.

ADDITIONAL QUALIFICATION

- Diploma in tally 6.3
- Diploma in Computer Operator Level Two Occupation Examination conducted by the National Skill Testing Board of Nepal (CTEVT)
- Diploma in Computer Hardware and Software Engineering Course from the Global Software and Hardware College Birtamod, Jhapa, Nepal

PERSONAL DETAILS

Name : Tanka Prasad Bhandari
 Date of birth : 15/01/1982
 Permanent address : Damak-15, Shantimarga, Damak, Jhapa.
 Home Contact : 0097723585151
 Present address : Bur Dubai UAE
 Gender : Male
 Marital status : Married
 Nationality : Nepalese
 Language known : Nepali, English & Hindi
 Passport no. : 08785587
 Date of issue : 14th May 2015
 Date of expiry : 13th May 2025
 Place of issue : Embassy of Nepal, Abu Dhbai, UAE

I hereby certify that the above information is true & correct to the best of my knowledge...

Tanka Prasad Bhandari