



Sanjit Thakur

Nationality: Nepalese **Date of birth:** 24/01/1991 **Gender:** Male

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Home: Ekdara-1 Mahottari, 45700 Janakpur (Nepal)

ABOUT ME

Adaptable warehouse associate and office assistant with diverse experience in inventory, shipping, data entry, remittance clerk, official work, team leading, team work and assembly areas. Quickly learn new task and work well in a team environment. Diligent With solid work ethic and flexible schedule.

WORK EXPERIENCE

Warehouse operative

Sun And Sand Sports LLC [13/06/2012 – 31/07/2018]

City: Dubai | **Country:** United Arab Emirates

Received, stored, and shipped goods and materials.
Tagged all inbound merchandise with receiving date.
Move all merchandise according to schedule and safety guidelines
Refill pick bins from bulk storage and accurately track all movement
Rotated stock according to policy to ensure freshness.

Senior Assistant

Youth Society Saving And Credit Co-Operative LTD. [06/02/2019 – 07/02/2022]

City: Ekdara-1, Mahottari, Janakpur | **Country:** Nepal

Customer Service
Account Opening
Manual Accounting
Remittance Paid
Office Assistant
Data Entry
Team Work

EDUCATION AND TRAINING

Intermediate

Pashupati Multiple Campus

City: Kathmandu | **Country:** Nepal

3 Month Basic Computer Training

Softeach Computer System

City: Kathmandu | **Country:** Nepal

Spa Attendent

Hyatt Regency Kathmadu

City: Kathmandu | Country: Nepal

LANGUAGE SKILLS

Mother tongue(s): Nepali

Other language(s):

English

LISTENING B1 **READING** C2 **WRITING** C1

SPOKEN PRODUCTION B1 **SPOKEN INTERACTION** B1

Hindi

LISTENING C2 **READING** C2 **WRITING** C1

SPOKEN PRODUCTION C2 **SPOKEN INTERACTION** C2

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

SKILLS

[2012 – 2024]

Warehouse & Office

WMS

MS Word & Excel

Office Assistant

Inbound :- GRN, Tally, Put way, Bin transfer

Outbound:- Picking & Packing

Data Entry

Customer Service

Quick Learner

Labeling

Product Scanning

Flexibility

Team Work & Team Leading

PASSPORT DETAILS

Passport Details

Passport Number - PA1784966

Date of issue - 31/May/2023

Date expire - 30/May/2033

Issuing department - MOFA, Department of passport

DECLARATION

Declaration

I hereby declare that the above mentioned information all true to the best of my knowledge and to belief. Yours faithfully, Sanjit Kumar Thakur