



BIBEK KUMAR ARYAL

Communications
Assistant



Phone
+971-562740877



Email
bibekaryal2042@gmail.com



Location
Al-Rashidiya-01, Ajman

+ SUMMARY

A creative communicator with a proven track record increasing customer loyalty and brand awareness through the use of effective corporate communication campaigns. Well-versed in the use of digital tools and platforms, including data management, intranets, and formatting online documents.

Personal Informations:-

Name :- Bibek Kumar Aryal
Gender :- Male
Date of Birth :- 21-Nov-1987
Marital Status:- Married
Nationality :- Nepalese
Permanent Address :- Baghawan-6, Bara Nepal
Current Address :- Al-Rashidiya - 01, Ajman UAE

+ EDUCATION

SLC

Shree Bhoj Bhagat Secondary School / Bara / April, 2003 - July, 2004
I have completed my SLC with major account and history with 58.48% score

intermediate

National Academy Campus / Birgunj / September, 2005 - May, 2008
I have completed my Intermediate with major Marketing

+ WORK EXPERIENCE

+ SKILLS

- Time management ● ● ● ● ●
- Adaptibility ● ● ● ● ●
- Teamwork ● ● ● ● ●
- Leadership skill ● ● ● ● ●
- Ceativity ● ● ● ● ●
- Communication ● ● ● ● ●
- Sales Planning ● ● ● ● ●
- Problem solving ● ● ● ● ●
- Active listening ● ● ● ● ●
- Training and Coaching ● ● ● ● ●

+ LANGUAGE

- English ● ● ● ● ●
- Nepali ● ● ● ● ●
- Hindi ● ● ● ● ●

+ REFERENCES

Narottam Acharya

Annapurna Traders / Sales Officer
+977-9845066838

Rajan Sapkota

Jawalakhel Group of Industries (JGI) / Regional Sales Manager
+977-9854022549

Yek Narayan Sharma

Shangrila Spirits Pvt. Ltd. / General Manager
+977-9851062236

Sales Supervisor

Annapurna Traders / Hetauda-10, Makwanpur Nepal /
February, 2009 - January, 2013

- Understand customer needs and offer solutions and support
- Organize and coordinate sales representatives schedules
- Research potential leads from business directories, web searches, or digital resources
- Recruit, hire, and train new sales representatives
- Receive and report on all sales leads
- Supervise sales representatives and assistants
- Answer potential customer questions and follow-up call questions
- Work with sales team when closing sales
- Track weekly, monthly, and quarterly performance and sales metrics
- Meet all sales quotas and goals
- Assist sales representatives and team to meet and exceed goals

Purna Prasad Paudyal

Fwah Cleaning Services (S.P.S-L.L.C) / Managing
Director

+971-569772134

Senior Sales Supervisor

Siddhiganesh Interprise Pvt. Ltd. / Surkhet Nepal / December,
2013 - July, 2015

- Manages, coordinates, and executes sales activities, recruiting talent, and maintaining client relationships
- Manage sales strategy, execution, and results
- Develops and manages sales pipelines with prospective clients
- Serve as client liaison to ensure timely response to customer needs
- Builds positive relationships with clients and employees
- Provide leadership and support to branch managers
- Develops and implements sales performance metric systems
- Meets and exceeds sales objectives
- Drives consistently over quota

Senior Sales Supervisor

Jawalakhel Group of Industries (JGI) / Surkhet Nepal /

August, 2015 - July, 2018

- Lead outbound sales calls to potential clients and prospects
- Own the sales process from initial lead identification through final client attainment
- Track sales leads in Salesforce, and view key sales information on a daily, weekly, monthly, and quarterly basis
- Generate monthly reports on sales activities and forecast sales goals
- Make outbound calls, track results, and log call activities in Salesforce
- Present demos and pitch solutions during in-person visits, and follow up after meetings with prospects
- Ensure all projects meet or exceed sales objectives and budgets

Account Development Manager

Shangrila Spirits Pvt. Ltd. / Narayanghat Nepal / August, 2018

- June, 2019

- Lead outbound sales calls to potential clients and prospects
- Own the sales process from initial lead identification through final client attainment
- Track sales leads in Salesforce, and view key sales information on a daily, weekly, monthly, and quarterly basis
- Generate monthly reports on sales activities and forecast sales goals
- Make outbound calls, track results, and log call activities in Salesforce
- Present demos and pitch solutions during in-person visits, and follow up after meetings with prospects
- Ensure all projects meet or exceed sales objectives and budgets

Area Sales Manger

Amrit Traders / Kathmandu Nepal / September, 2019 -
September, 2022

- Developing sales strategies and plans to achieve sales and profit goals by leading, developing, and motivating sales associates
- Providing ongoing training, motivation, and development of sales associates to ensure that sales and profits are effectively managed and maintained
- Meeting or exceeding targeted sales quotas and productivity standards
- Providing consistent and motivated leadership and direction to all staff and team members
- Ensuring compliance with all company, state, and federal laws and regulations
- Ensuring that sales staff is appropriately trained and competent to perform their job duties
- Providing exceptional customer service to all customers on a daily basis

Area Sales Manger

Sagar Distillery Pvt. Ltd. / Kathmandu Nepal / November, 2022
- August, 2023

- Maintaining and increasing sales of company's products
- Reaching the targets and goals set for your area
- Establishing, maintaining and expanding your customer base
- Servicing the needs of your existing customers
- Increasing business opportunities through various routes to market
- Setting sales targets for individual reps and your team as a whole
- Recruiting and training sales staff
- Allocating areas to sales representative
- Developing sales strategies and setting targets
- Monitoring your team's performance and motivating them to reach targets
- Compiling and analyzing sales figures

Communications Assistant

Fwah Cleaning Services SPS-LLC. / Alrashidiya-01, Ajman UAE
/ November, 2023 - Present

- Help implement communications strategies
- Provide administrative support to programs and internal teams
- Draft and edit communications copy (e.g. press releases, publications, social media posts)
- Assist in maintaining web content and executing social media strategies
- Update databases and media lists
- Track projects and media exposure
- Facilitate effective internal communications
- Maintain calendars and appointments
- Prepare presentations and reports

+ TRAINING/CERTIFICATION

Basic computer and Accounting

National Institute of Information Technology (NIIT) / 2005

- > Fundamental of Computer & DOS
- > Microsoft Word
- > Microsoft Excel
- > Microsoft Windows
- > Microsoft Power point
- > Email & Internet
- > Account Software (Fact, Tally, Accman, Swastik)

+ PORTFOLIO

Resume