**Dilli Prasad Baskota**

City, Country :- Biratnagar,Nepal, Tel: + (977) 9862149290

Email: baskota.dilli19@gmail.com

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A highly detail oranted ,hardworking and self motivated induvisual, experience in different field retail sales /oil and gas industry ( Doha Qatar) social service ,agriculture .Completed Certificate level (12 class)in managment from Tribhuvan University Nepal , looking to explorer skills and experience in reputed company .

**Work Experience**

**2006 - 2007 Gas station Attendant Qatar Fuel Woqod Doha Qatar**

* Working with a Team for petrol station.
* Dispense fuel to customer ,clean windscreen .
* Welcome and great customer.
* Mantain cash and card transaction on fuel dispenser.
* Maintain cleanness of forecourt area.
* Maintain sales of forecourt slaves,and lube.
* Maintain safety procedures.

**2007 – 2008 Cashier of C-Store  *Qatar fuel Woqod* Doha Qtar**

* Delivered excellelent customer service in the C -Store.
* operate POS and bill counter machine.
* Prepared stock order /receive/expirt and report to incharge
* Display product as planogram of C-store.
* Receive product from suppliers and and display accordingly.
* maintain cleanness of store.

**2008 – 2010 site incharge of C-Store  *Qatar fuel Woqod* Doha Qtar**

* Maintain and control operation in the C -Store and back facilities.
* operate POS and bill counter machine if needed.
* mantain staff shedule ,timesheet and other staff related things.
* Order fuel as required.
* look after daily sales and customer complain to the station.
* maintain daily sales cash and credit and report to head office.
* Mantain inventory.

**2010 – 2014 program coordinator *Action group Sunsari, Nepal***

* Planing ,monitoring implemeting and evaluting different programs.
* Conduct tranning and seminars.
* coordinating with different remote villagers, and other organazations.
* Report to high level as needed.

**2015 – 2018 General farm workerPanchakanya Agro PVT. LTD. Nuwakot /Nep**

* Mantain plantation, cultivation &selling of fruits.
* pack, weigh and label for shipment for retail.
* Prepared mantain cleaningless of containers ,materials and store.
* Mantain daily log.
* look daily work of nursary and farm area.

**2019 – 2022 *House keeping Attendant Hotel Green View* Nuwakot ,Nepal**

* Delivered excellent cleaning /vaccum of guests room and other area .
* Mantain entire work inside the guests room(Bed set change,towel etc)
* Deliver and retrive items to guests.

**Relevant Skills**

* **Computer skills:** Microsoft Office, excel ,email internet etc.
* **Professional/Social:** Teamwork, Project- Management, Communication, Leadership, Organization, Problem-solving, Attention to detail ….
* **Languages:** Native Language Nepali , English (Level good), French? ( no ), Other Languages (hindi )

**Education**

**1998 *High School* Ratna Mavi Ranjani Morang ,Nepal**

**(Sanothimi Bhaktapur board of nepal)**

**2001 *Certificate level* Tribhuvan University Nepal**