



Dilli Prasad Baskota

📍 **Address:** Biratnagar Metropolitan- 8 ,Morang, Province 1 , , BIRATNAGAR, Nepal

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Date of birth: 10/10/1982 **Nationality:** Nepalese

OBJECTIVE

Highly detail-oriented,dynamic,hardworking and self motivated individual experienced with different fields sales & marketing, social service and agriculture with strong analytical & leadership skills,capable of assessing conditions and implementing appropriate intervention with good communication and interpersonal skills. Able to set and achieve goals and work well under pressure can be flexibly according to working environment & time,looking for an opportunity to expand my professional carrier in sales & marketing, social service and agriculture field.

WORK EXPERIENCE

[03/2006 – 06/2007] **Pump Attendant**

Qatar Fuel Woqod

City: Doha

Country: Qatar

Main activities and responsibilities:

Welcoming and greeting customers.

Dispense fuel to customers vehicles with petrol or diesel to the requested level.

Taking cash and providing change or preparing bank petrol charge slips.

Maintain cleanness of the forecourt area and its surrounding.

Maintain cleanness of windshields and check fluid levels in vehicles.

Maintain Stocks of forecourt shelves with lube products and maintain daily sales records.

[06/2007 – 12/2008] **Cashier**

Qatar Fuel Woqod

City: Doha

Country: Qatar

Main activities and responsibilities:

Greet customers when entering or leaving the store

Operate POS and bills counter machine, credit cards machine .

Maintain cleaning in the cstore.(sweeping floors, cleaning restrooms etc)

Maintain stock in the store ,expiry return etc

Process returns and exchanges

Order ,receive and display the product in the store.

Addresses customer concerns and issues or escalates them as needed

Receives merchandise on set delivery dates; inventories, labels and stocks all items

[12/2008 – 11/2010] **Site Incharge**

Qatar Fuel Woqod

City: Doha

Country: Qatar

Main activities and responsibilities:

Maintain control and record daily operations of gas stations.

Maintaining a clean and safe working environment by following safety procedures and protocols

Ordering and maintaining inventory levels of all products sold at the station, including fuel, food,

beverages, tobacco products, automotive supplies, and other items

Coordinating the delivery of fuel to the station and ordering additional supplies as needed

Communicating with suppliers about pricing changes in order to plan for future expenses

Managing employee recruitment and training efforts to ensure that all employees are properly trained in

their job duties

Managing all customer needs, whether they are fueling up, getting an oil change or buying snacks.

Scheduling employees' work hours based on business demands and staffing requirements

Maintaining pumps and fuel supply and regularly reporting to company executives.

Monitoring and maintaining all day-to-day operations in the whole station.

Manage customer complaints and oversee the resolution of these complaints.

[12/2010 – 10/2014] **Program Coordinator**

Action Group Sunsari.

City: Sunsari

Country: Nepal

Main activities and responsibilities:

Planning, Monitoring, implementing, evaluating & reporting different program.

Coordinating with different NGO / agencies.

Analysis project & report to higher level.

Coordinating with different remote villagers.

Conduct seminar and training.

EDUCATION

High school course / School leaving certificate - From Government of Nepal ,Ministry of education - 2099 AD.

Intermediate degree/college degree - From Tribhuvan University, Nepal - 2001 AD

SKILL & TRAINING

Microsoft Package & e-mail, internet

Makalu training centre, Biratnagar

Address: Nepal

[10/02/2014 – 12/02/2014] **Food safety level two**

Boacker institute of public health

Address: Doha, Qatar

[13/12/2011 – 14/12/2011] **Integrated leadership skills**

Address: Qatar

[03/11/2009 – 04/11/2009] **Basic life support and first aid**

Hamad medical corporation

Address: Qatar

[04/01/2009 – 04/01/2009] **Basic fire awareness course**

Ministry of interior general admin. of civil defence

Address: Qatar

LANGUAGE SKILLS

Mother tongue(s): nepali

Other language(s):

English

LISTENING B1 READING B2 WRITING B1

SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1

Hindi

LISTENING B2 READING B2 WRITING B2

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

DIGITAL SKILLS

Microsoft Office | Microsoft Word | Microsoft Excel | Microsoft Powerpoint | Good listener and communicator | Decision-making | Internet user | Creativity | WhatsApp | E-mail use | Responsibility | Friendly | gmail | Active listening | communicating | Ability to Work Under Pressure | integrity

DECLARATION

I hereby certify that all the above information is true and correct, to the best of my knowledge and belief. If you give me a chance to prove my skill and knowledge, I will prove to the best and satisfy my superiors to the highest level.

