



CURRICULUM VITAE

NAVRAJ K C

Mobile: +971555190769

E-Mail: kcnavrj6@gmail.com

OBJECTIVE:

My goal is to work in a respected firm, where I can gain valuable experience and expertise. I aim to not only meet but exceed the company's expectations by utilizing my talents effectively. Moreover, I am determined to reach new heights in my career and achieve my aspirations while contributing significantly to the success of the organization.

Professional Summary:

- Worked as **Sales Representative** for 1 year in **Big Mart, Nepal 2022-2023**.
- 2 years of experience as a **Dispatch Supervisor** in **Dandy Company Ltd, Qatar (2018-2020)**.
- 3 years of experience as a **Production Operator** in **Pan Century Edible Oils SND BHD in Malaysia (2013- 2015)**.
- Hard Working and readiness to accept responsibility.

WORK HISTORY:

Big Mart (Salesman) :- 2022 – 2023

- Engage with potential and existing customers to understand their needs answer inquiries and provide product or service information.
- Build and maintain strong relationships with clients to ensure repeat business and customer loyalty.
- Taking and processing customer orders accurately.
- Monitoring inventory levels and restocking shelves as needed.
- Ensure high levels of customer satisfaction through excellent sales service.
- Achieving Sales Target
- Accounted for all inventory and ordered new stock.

Dandy Company Ltd, Qatar (Dispatch Supervisor) :- 2018 – Aug 2020

- Ensured items are packed and labeled accurately for loading and shipping.
- Stored items safely and securely to eliminate damage risks.
- Collaborated with assembly and shipping teams to maintain good factory productivity.
- Adapted to changing situations during loading operations and worked flexibly to accommodate varying delivery demands.
- Confirmed item availability, shipment date, and delivery status for accurate customer updates.
- Adhere to all safety procedures and regulations.
- Completed delivery paperwork clearly and accurately for reliable dispatch documents.

Pan Century Edible Oils (Operator cum assistant Supervisor) - 2013 till 2015

- Operate and control machinery and equipment used in the production process.
- Inspect finished products to ensure they meet quality standards and report any deviations or defects.
- Monitor production processes, adjust settings, and troubleshoot issues that may arise during production.
- Maintain production logs, records, and reports detailing production output, issues, and maintenance activities.
- Coordinate with team members and supervisors to achieve production targets and resolve any operational issues.
- Assisting with training of newly employed workers.
- Scanning labels to ensure products are shipped to the right destination.

Educational Background

- 2005** : **School Leaving Certificate**
New Himalayan Vidhya Mandir High school, Kathmandu, **Nepal**
- 2008** : **Intermediate (+2) Management**
Rehdon College – Kathmandu, **Nepal**

IT Proficiency

- Proficient in MS Office application (Word, Excel, Email Application & Internet)
- **Computer hardware course.**

Skills

- Multi-tasking skill, Interpersonal ability.
- Competent to maintain balance in objective view.
- Hard working and positive attitude, punctuality.
- Self-Motivated.
- Teamwork and collaboration.
- Documentation management.

Personal Details

Date of Birth : 23-May-1987
Gender : Male
Nationality : Nepalese
Marital Status : Single
Languages Known : English, Nepali & Hindi
Passport Number : 12270449
Issued date : 06 July 2021
Validity date : 05 July 2031
Visa Status : **Visit Visa**

Declaration:

I hereby declare that what is stated above is true and correct to the best of my knowledge and belief.

Navraj KC
Sharjah, UAE