

Pushkar Khanal

056-258-0016

pushkarkhanal2@gmail.com

pushkarkhanal@icloud.com

Abu Dhabi, United Arab Emirates



OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills while making a significant contribution to the success of organization.

EDUCATION

Bachelor of Business Administration (BBA)

Sep 2016 - Jun 2021

Pokhara University (PU) • Nepal

Graduated the Bachelor of Business Administration (BBA) from Pokhara University (PU) with a CGPA of 3.68 out of 4 scale.

SKILLS

- Computer skill (Microsoft Word, Excel, Power-point, Tally-ERP9 and so on)
- Proficiency in English language
- Communication skill
- Team work
- Flexibility
- Fast decision maker
- Fast learner
- Relationship builder
- Leadership skill

WORK EXPERIENCE

Inventory In- charge

Jun 2022 - Present

Basatin Landscaping LLC. • Abu Dhabi, United Arab Emirates

- Handling of petty cash
- Handling team of 10 people
- Counting and recording daily inventory inward and outward
- Preparing of delivery notes
- Daily report of available inventories
- Prepare the Required Materials Request list for current projects

Cashier

Jul 2020 - Feb 2022

Riddhi Siddhi Money Exchange • Sainamaina-01, Rupandehi, Nepal

- Handling of cash
- Reporting about the cash transaction to the manager at the end of the day
- Domestic Remittance
- Handling of Multi-Currencies such as USD, EURO, CAD, INC
- Door to Door marketing activities in order to promote the exchange's products and services.

InternshipJan 17th 2020 – Mar 17th 2020

Siddhartha Bank Limited • Manigram-05, Rupandehi, Nepal

Cashier

Jun 2016 - Nov 2018

Ekata Money Exchange • Butwal, Rupandehi, Nepal

- Handling of cash
- Reporting about the cash transaction to the manager at the end of the day
- Domestic Remittance
- Handling of Multi-Currencies such as USD, EURO, CAD, INC
- Door to Door marketing task in order to promotes the exchange's products and services.

PERSONAL DATA

Citizen : Nepalese

Sex : Male

Marital Status : Single

Date of Birth : 1996-05-16

Place of Birth : Nepal

Language : English, Hindi, Nepali

Religious : Hinduism

LICENSE

Light Vehicle Driving license of Abu Dhabi, United Arab Emirates (UAE)

License no: 2850447

Issued Date: 30-12-2022

Expiry Date: 29-12-2024