



# Pratik Khakurel

Administrator

## Personal info

 19/01/1992  
 Muroor, Abu Dhabi  
 +971525389282  
 khl.pratik@gmail.com

## Skills

Microsoft Dynamics Navision  
Microsoft Office Applications  
Inventory management  
Accounting & Bookkeeping  
Scheduling, planning, decision-making and creative thinking  
Receivable follow up, invoicing  
Generating a pro-forma invoice and purchase order  
Maintaining relationships and negotiating with vendors & suppliers  
General knowledge of medical emergency and medicine

## Languages

English 

Hindi 

Nepali 

Knowledgeable sales Administrator proficient in managing documentation, accounting & bookkeeping, inventory and communication. Advanced skills in sales, receivable follow up, conflict management and problem-solving. Offering **6+ years of experience in Administrative and customer service** settings.

## Work History

### Assistant Administrator ( 01/2021 - 12/2022)

Agriculture and Forestry university, Faculty of Agriculture, College of Natural Resource Management, Sindhuli, Nepal

- Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs and resolving concerns.
- Managed and maintained electronic, paper-based database to keep important data, inventory and information accurate and up-to-date filing systems to keep essential documents and information easily accessible and organized.
- Provided excellent customer care by responding to request, assisting with product selection and handling ordering functions.
- Followed up with customers and collaborated with staff members, students, professors to enhance customer service, agriculture practical's experience and exceed goals through effective satisfaction rates and resolved issues to maintain high standards of service.

### Junior officer Sales administrator ( 01/2016 – 12/2020)

Sipradi Trading Pvt.Ltd.(Distributor of TATA vehicles in Nepal)

- Developed and maintained comprehensive understanding of products, services and competitors to enhance sales presentations and implemented marketing plans to increase brand awareness and drive sales.
- Prepared and mailed invoices to customers processed payments, and documented account updates reconciled accounts receivable ledger to verify payments and resolve variances.
- Followed up overdue payments and payment plans from clients to establish good cash flow, developed and maintained positive relationships with clients to maximize collections, managed audits and updated financial records with accuracy.

### **Sales traineeship ( 01/2015 – 04/2015)**

Sipradi Trading Pvt.Ltd.(Distributor of TATA vehicles in Nepal)

- Planning for Monthly retail and off take of all the dealers.
- Planning for different KAP to be executed for Sales growth as well as for product visibility in the market.
- Identify target customer of planned market segment and execute key activities in designated area.
- Maintained database systems to track activities of competitors and analyze operational data.

## **Education**

- **MBA: Marketing - Present**

Presidency College of Management Science , Chitwan,Nepal

- **BBA Finance - 2018**

Oxford College of Engineering & Management - *Nawalpur ,Nepal*

## **Referees**

- **Mr.Bishnu Adhikari**

Executive – HSE ,AD Ports Group,Abu Dhabi  
Contact no. :- +971528115035

- **Mr.Madhav Dhital**

Principal - Agriculture and forestry university  
Faculty of agriculture, kapilakot ,Nepal  
Contact no. :- +9779855078109

- **Mr.Sanjay Dahal**

Manager- Sipradi Trading Pvt.Ltd.,Nepal  
Contact no. :- +9779801082404