



ATIT GURAGAIN

CONTACT

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📍 Flat No 304/H, Al Fardan
Building, Al Ghubaiba Rd,
Bur Dubai, Dubai, UAE

EDUCATION

- Diploma In Pharmacy (2011 A.D)
CTEVT Board
K.C.M.S, Sitapaila, Kathmandu
- High School Level (2008 A.D)
Higher Secondary Education
Board (HSEB)
Vishwa Adarsha H.S.S, Itahari,
Sunsari
- School Leaving Certificate
(2011 A.D)
SLC Board of Nepal
Pathibhara E.B.S, Sitapaila,
Kathmandu

DIGITAL SKILLS

- Microsoft Office Application
- Tally 9.0
- Vyapar 10.0
- Adobe Photoshop CS5
- Social Media
- Video Editing

PROFESSIONAL SKILLS

- Team Work
- Public Relation Skills
- Energetic
- Enthusiatic
- Effective Communication
- Critical Thinking
- Leadership
- Time Management

PROFILE

Highly motivated and result oriented employee with the extensive experience in administration department. Proven record of developing and implementing successful techniques to complete the work in time frame. Seeking a opportunity where I can utilize my expertise to contribute to business growth and success.

EXPERIENCE

Administrative Officer (Nov 2023 - Till the date)
Color World Computer Trading L.L.C
s-09, Hamdan Building, Al Raffa, Bur Dubai, Dubai, UAE

Roles & Responsibility :

- Purchase of goods.
- Maintain stock level.
- Maintain relation with the customers & vendors.
- Export the materials as per the purchase order.
- Enquiry with the shipping company.
- Record all the documents.
- Enquiry customer about the payment clearance.
- Ask and provide quotation to the customers & vendors.

TRAINING AND CERTIFICATION

- Microsoft Office Application (Word, Excel, Powerpoint)
- Tally 6.3
- Training of Trainer (TOT) on Leadership & Personal Development by Youth Development Center from 20 June 2019 to 30 June 2019.
- Training on Harm Reduction of Antibiotics on human body by Department of Drug Administration, Ministry of Health Nepal.
- Safe Administration of and patient observation after using Misoprostol & Mifepristone tablets by Sun Pharmaceutical Industries Ltd, Mumbai, India.

VISA INFORMATION

Passport No : 09731787
Issue Date : 24 Apr 2016
Expiry Date : 23 Apr 2026
Visa Type : Visit Visa
Visa Expiry : 07 July 2024