



## Naresh Kumar Chhetri

**Date of birth:** 01/08/1988

**Nationality:** Nepalese

**Gender:** Male

### CONTACT

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 <https://www.facebook.com/profile.php?id=100000181318370>

 <http://wa.me/9779849194639>  
(WhatsApp)

### ABOUT ME

*I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative*

### WORK EXPERIENCE

**24/09/2018 – 19/04/2024** Bhairahawa, Rupandehi, Nepal

#### Finance Officer Nebico Private Limited

- **Financial Reporting:** Prepare and analyze reports.
- **Budgeting:** Develop budgets and forecasts.
- **Accounts Management:** Oversee payables/receivables and cash flow.
- **Compliance:** Ensure regulatory compliance and prepare filings.
- **Recordkeeping:** Maintain accurate financial records.
- **Cost Control:** Monitor expenses and optimize spending.
- **Risk Management:** Identify and mitigate financial risks.
- **Payroll:** Manage payroll processing and deductions.
- **Financial Support:** Advise on financial matters across departments.
- **Process Improvement:** Streamline financial processes and systems.

**21/05/2017 – 26/08/2018** Al Sailiya, Qatar

#### Data Entry Supervisor Al Ajjaj Limited Company

- Supervised and coordinated daily data entry operations for Al Ajjaj Limited Company.
- Ensured accuracy, completeness, and timeliness of data entry tasks.
- Trained and supervised a team of data entry clerks, ensuring adherence to company standards and procedures.
- Developed and implemented efficient workflows to optimize data entry processes.
- Conducted quality control checks and audits to maintain data integrity.
- Generated reports on productivity and quality metrics for management review.
- Collaborated with other departments to support data management needs and resolve issues.
- Implemented best practices and provided ongoing training to enhance team performance.

**01/06/2013 – 10/03/2016** Ludhiana, India

#### Purchasing officer Mapco Industries

- Managed procurement activities for Mapco Industries - Bicycle Part Manufacturers.
- Sourced and negotiated with suppliers to obtain competitive pricing and favorable terms.
- Evaluated supplier performance and maintained vendor relationships.
- Developed and implemented procurement strategies to optimize cost and efficiency.
- Prepared purchase orders and monitored inventory levels to ensure timely supply.
- Collaborated with internal departments to forecast demand and plan purchasing activities.
- Conducted market research and stayed updated on industry trends.
- Ensured compliance with procurement policies and procedures.

### EDUCATION AND TRAINING

**11/04/2016 – 11/07/2016** Ludhiana , India

#### Field Technician Computing and Peripherals (QP No. - ELE/Q4601) National Skill Development Corporation

**Address** GRAS Education & Training Services Pvt. Ltd., GRAS Academy-Dugri, Ludhiana , 141001, Ludhiana , India | **Website** [www.nsdcindia.org](http://www.nsdcindia.org)

02/11/2013 – 23/02/2016 Phagwara, India

**Master of Business Administration (MBA)** Lovely Professional University

**Address** Jalandhar-Delhi G.T. Road, (NH-1), Phagwara, (Punjab) India, 144411, Phagwara, India | **Website** [www.lpu.in](http://www.lpu.in)

01/11/2009 – 23/12/2012 Kapurthala, India

**Bachelor of science of Information Technology (BSC-IT)** Punjab Technical University

**Address** Jalandhar-Kapurthala Highway, Kapurthala-144603, Punjab, India., Kapurthala, Punjab, India., 144603, Kapurthala, India | **Website** <https://odl.ptu.ac.in/index.php>

01/03/2006 – 01/03/2008 Ludhiana, India

**Punjab School Education Board** Senior National Senior Secondary School

**Address** 909, Krishna Nagar, Ludhiana, Punjab, 141001, Ludhiana, India

04/07/1996 – 04/07/2006 Ludhiana, India

**Punjab School Education Board** Dhambi Public High School

**Address** Gurdev Nagar, Ludhiana, Punjab, 141001, Ludhiana, India

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Nepali | Hindi

**Other language(s):**

Panjabi; Punjabi

Listening C2

Spoken production C2

Reading C2

Spoken interaction C2

Writing C1

### English

Listening C1

Spoken production B1

Reading C2

Spoken interaction B2

Writing C1

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

## DIGITAL SKILLS

Microsoft Office ( Microsoft ) | Microsoft Excel / Microsoft(Microsoft Word, Microsoft PowerPoint, Microsoft Excel, | • Working experience with Accounting Software viz. Tally, Swastik, Finpro, Pumori +4. | Computer Hardware and Software | Social networks/social media | Stock Market Knowledge

## MANAGEMENT AND LEADERSHIP SKILLS

### COMMUNICATION SKILLS

1. Fluent in writing and speaking English, Nepali, Hindi & Panjabi Language.
2. Excellent written and verbal communication skills.
3. Team Building and team player.
4. Excellent interpersonal & Analytical skills & Keen observer.

## HOBBIES AND INTERESTS

### Sports

It doesn't matter what sport you do. exercising in general develops self-discipline, patience, and helps bounce back from disappointment. Team sports create opportunities to improve leadership, communication, and interpersonal skill too.

### Health and Fitness

Fitness is a state or condition of being physically active. Fitness is a result of general nutrition and proper conditioning, and fitness is a state of general physical and mental well-being.