



Naresh Kumar Chhetri

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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 Saliya, Qatar

DATA ENTRY OPERATOR AL AJAJ LIMITED COMPANY

- **Data Entry:** Accurately inputting information into company databases or systems from various sources such as paper documents, digital files, or reports.
- **Data Verification:** Double-checking data for accuracy and correcting any errors found during the entry process to maintain data integrity.
- **Record Maintenance:** Updating and maintaining records to ensure that all data is current and organized for easy retrieval and reporting.
- **Documentation:** Assisting with the organization and storage of both physical and digital records, ensuring compliance with company policies.
- **Reporting:** Generating basic reports or summaries from the data inputted for internal use by various departments.
- **Use of Tools and Software:** Utilizing data entry software and office applications like Microsoft Excel or proprietary systems for data input and management.

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

PURCHASING OFFICER MAPCO INDUSTRIES

- **Sourcing and Supplier Management:** Identifying, evaluating, and establishing relationships with reliable suppliers to procure materials, goods, and services that meet the company's quality and budget requirements.
- **Negotiation:** Negotiating contracts, prices, and terms with suppliers to secure the best possible deals for the company.
- **Order Processing:** Preparing and issuing purchase orders for required materials and ensuring timely delivery from suppliers to meet production or operational schedules.
- **Inventory Management:** Monitoring inventory levels to determine purchasing needs and avoid overstocking or shortages, ensuring the company maintains optimal stock levels.
- **Budget Management:** Managing and maintaining the procurement budget, keeping track of expenses, and ensuring cost-effective purchasing.
- **Documentation and Record Keeping:** Maintaining accurate records of purchases, pricing, and supplier information for future reference and audits.

EDUCATION AND TRAINING

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

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

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 Dhama Public High School

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

LANGUAGE SKILLS

Mother tongue(s): **NEPALI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	B1	C2	B1	B2	B2
HINDI	C2	C2	C2	C2	C2
PUNJABI	C1	C1	C1	C1	C1

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

DIGITAL SKILLS

Proficiency in Microsoft Office Suite | Financial Software | Data Entry Software | ERP Systems | Data Analysis Tools | Email Communication | Digital Communication Platforms

MANAGEMENT AND LEADERSHIP SKILLS

COMMUNICATION SKILLS

1. Fluent in writing and speaking English, Nepali, Hindi & Panjabi Language.
2. Excellent verbal and written communication skills for clear direction, feedback, and collaboration with team members and stakeholders.
3. Team Building and team player.
4. Experienced in planning, executing, and overseeing projects to ensure they are completed on time and within budget.

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.