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# KHAGA RAJ KHADKA

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## PROFILE

A Highly motivated Sales Manager over 10 years of sales experience and over 5 years of sales accounting (Account receivables) experience. Having strong verbal and digital communication skills. Offer in-depth understanding of the sales process and remain focused to customer satisfaction through out the entire process.

## SKILLS

- Strong communication skills.
- Decision Making
- Work Under Pressure
- Planning abilities
- Self Motivated
- Multi Tasking
- Leadership
- Problem Solving

## EXPERIENCE

**Forma Polystyrene Factory,  
Al Emadi Financial Square, C-Ring Road, Doha-Qatar**  
*Sales Manager*

February 2022 - PRESENT

- Achieve Company Sales Goal by managing sales team.
- Creating a Sales Plan.
- Building Strong, long-run business relationships with customers.
- Sales forecast.
- Selling price determination.
- Research market trends and monitor competitive products and activity.
- Attending professional workshops.
- Provide training opportunities.
- Lead weekly sales meeting.
- Review sales reports and report to top management.
- Set sales targets for sales staff.
- Evaluate staff performance and reward for the best.
- Hiring sales staff.

**Oriental Enterprises LLC**  
**Mesaieed Industrial Area, Doha-Qatar**  
*Sales Manager*

June 2013 - February 2022

- Achieve Sales goal of company.
- Manage Sales Team
- Creating a Sales Plan.
- Selling price determination.
- Reporting to the top management.
- Competitors and competitive products analysis.
- Sales revenue and customers credit record review and maintain.
- Building Strong, long-run business relations with customers.
- Quarterly sales forecast
- Attending professional workshops.
- Hiring Sales Staff.

**Oriental Enterprises LLC**  
**Mesaieed Industrial Area, Doha-Qatar**  
*Accountant - Sales and credit management*

May 2007 - May 2013

- Invoicing.
- Submission of invoices to the customers.
- Maintaining credit record and arranging proper documentations related to credit sales.
- Follow-up of account receivables.
- E-mailing, phone calls to the customers.
- Provide Statement of Accounts and other requested documents to the customers.
- Follow the Weekly collection plan and maintain the plan.
- Weekly collection report preparation and circulation.
- Refer to the legal department for bad debts.
- Categorization of customers based on credit history.
- Book keeping of sales related documents.
- Preparation of cash flow projection report.

**J B Chemicals and Pharmaceuticals Co.**  
**Nariman Point- Mumbai**  
*Medical Representative*

Jan 2006 - Dec 2006

- Visit doctors and explain about the medicine.
- Provide samples.
- Perform product demonstration.
- Visit Pharmacies and maintain stock levels.
- Collect feedback from doctors and Pharmacists and report to HQ.
- Sales projection.
- Attend workshops and training.

## EDUCATION

### **Tribhuvan University, Kathmandu, Nepal Bachelor of Business Studies**

November 2001 – Dec. 2009

- Marketing & Sales
- Finance
- Taxation

### **Tribhuvan University, Kathmandu, Nepal Intermediate of Commerce**

July 1999 – June 2001

- Business Math
- Marketing
- Accounting

### **Himalayan English Academy, Jhapa, Nepal School Leaving Certificate**

April 1989 – June 1998

- Economics
- Accounting
- Physical Education

## CONFERENCE ATTENDANCE & ADDITIONAL ACTIVITIES

- ISO Awareness Training for ISO 9001:2015, 14001:2015 & 45001:2018
- Real Estate Development De-construction training – Attendance
- Smart Cities – Transforming the future – Attendance
- Introduction to Construction Contracts – Attendance
- Building Sciences Quality Assurance – Training
- Opportunities for Local and Foreign Investors – Training
- Iconic Real Estate Development – Training
- Feasibility Studies: Preparation, Analysis & Evaluation – Training

I hereby declare that the above information are true and correct best of my knowledge.