

CURRICULUM VITAE

Abhinav Pokhrel

CONTACT

Madhyapur Thimi Bhaktapur
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ABOUT ME

I am young, energetic, enthusiastic and highly dedicated candidate pursuing career in Development Sectors and Studies. I am punctual, self-motivated and able to work well both in team environment as well as using own initiatives. I am flexible regarding working hours and am able to work a range of shifts.

PERSONAL INFORMATION

Nationality:	Nepali
Date of Birth:	1992/10/15
Marital Status:	Married
Sex:	Male
Father Name:	Manoj Kumar Pokhrel
Permanent Address:	Madhyapur Thimi

EDUCATIONAL QUALIFICATION

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| • School Leaving Certificate: | Successfully completed in 2008 from
Siddhartha Vidyapeeth Higher Secondary School
Bhaktapur, Nepal with First Division (72 %) |
| • +2 in Management : | Successfully completed in 2010 from
Columbus Higher Secondary School and college
Kathmandu, Nepal with Second Division (58.40%) |

- **Bachelor in Social Science :** Successfully completed in 2016 from Kantipur college of Bussiness Management And Humanities Studies Kathmandu, Nepal in BA (57.36%)
 - **Masters in Rural Development:** Running in Second Semester from Kantipur College of Business Management And Humanities Studies Kathmandu, Nepal in MARD
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PROFESSIONAL SKILLS

- Ability to establish and maintain good relationships with customers and to exceed their expectation
 - Ability to maintain proper parts inventory levels, to do proper posting, and to measure true turns
 - Ability to utilize computers and computer capabilities for inventory, recordkeeping, parts information, etc.
 - Knowledge of automotive systems in general
 - Ability to develop and follow action plans to ensure customer enthusiasm and Parts Department profitability
 - Ability to lead and train team members in parts Department operations
 - Ability to establish and control inventory system
 - Knowledge of parts pricing procedures
 - Knowledge of new models, based on technical service bulletins and surveys
 - Leadership skills, including empowerment, coaching, organizing and planning, and interpersonal sensitivity
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Professional Background:

➤ **January 2016- Till Date**

Parts Section Manager
Syakar Trading Co. Pvt. Ltd
Honda Car Showroom
Dhobighat, Lalitpur

Responsibilities:-

- Monitors the parts inventory and anticipates parts needs in light of future promotions, new model years, trends, and suggested stock orders.
 - Is responsible for the security of inventory and for analyzing the quality of parts.
 - Works with retail and wholesale customers in considering credit applications, handling complaints, and negotiating prices to ensure customer enthusiasm.
 - Is responsible for profit management in the Parts Department and must examine department financial statements, including expenses and revenue, to ensure the department's profitability.
 - In cooperation with the dealership's leadership, must review the previous month's sales/profit performance to determine where improvements can be made.
 - Must time inventory purchases to coincide with sales and special initiatives in order to take advantage of savings.
 - Is responsible for training and leading the Parts Department team and for reviewing team performance on a regular basis, according to dealership policy.
 - Processes paperwork for new employees and terminations.
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Computer Skills:-

Advance Knowledge of Microsoft Word, Microsoft Excel, Microsoft PowerPoint Internet, Email.

Accounting Package:-

Tally, Swastik , Microsoft Dynamic Navigation

Achievement:-

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| ➤ Computerized Accounting Training
(Sep 04-Oct 10, 2012) | Organized by Management and IT Consultancy
Pvt. Ltd. |
| ➤ Professional Accounting Training
(Aug 28-Oct 10, 2012) | Organized by Management and IT Consultancy
Pvt. Ltd. |
| ➤ Evolve to excellence
(July 16-20, 2017) | Organized by Syakar Trading Company Pvt. Ltd
Given by KFA |
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