



Kashim Ali

Supervisor/Manager

My Contact

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📍 Rupandehi-Nepal

Hard Skill

- Computer Basics
- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Internet Surfing and Reserch

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking
- Team Work

Education Background

- Teethanker MAhaveer University -India
Bachelor of Businness Administration
Completed in Sep 2019
- Titottam H.S. Schooll - Nepal
Intermediate(11th-12th)
Completed in 2016
- Shree Janata H. S. School -Nepal
SLC(10th Standard)
Completed in 2014

About Me

"Objective: To leverage my BBA degree to secure a managerial or supervisory role in the Gulf region, utilizing dedication and passion to drive growth and achieve organizational excellence."

Professional Experience

Star Amawa Hardware Center -Nepal(Store-Keeper)
2022 -March-20 to 2024-March-27

Key responsibilities:

- Maintaining accurate records of stock levels, conducting regular stock counts, and ensuring optimal inventory levels to meet customer demand.
- Receiving incoming shipments, verifying quantities against orders, and ensuring proper storage and labeling of goods.
- Assisting customers in locating products, providing information on product specifications, and handling inquiries or complaints effectively.
- Ensuring that older stock is sold or used first (first-in, first-out principle), and keeping the store area clean, organized, and safe.
- Keeping detailed records of purchases, sales, and inventory movements, and preparing regular reports for management on stock levels, trends, and any issues encountered.

Rudra Auto Glass PVT. LTD-Nepal(Store-Keeper)
2020 -Jan-17 to 2024-Feb-15

Key responsibilities:

- Keeping track of auto glass stock, maintaining accurate records, and conducting regular stock counts to ensure optimal inventory levels.
- Receiving shipments of auto glass, inspecting for damage or defects, and ensuring proper storage and labeling.
- Preparing and processing customer orders accurately and efficiently, ensuring timely delivery or pickup.
- Maintaining detailed records of inventory movements, sales, and purchases, and preparing regular reports for management on stock levels and issues.

Language Known

- English(Speaking/Writing)
- Nepali (Speaking/Writing)
- Hindi (Speaking/Writing)

Hobbies

- Singing
- Playing Cricket