

KUNDAN MAHARJAN

BUSINESS DEVELOPMENT OFFICER

CG COMMUNICATIONS LTD

CONTACT



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Teku-12, Kathmandu



kundanmaharjan

PROFILE

Myself a knowledgeable and skilled person, with four years of customer service, sales & marketing, management and social media expertise. Strong analytical and creative abilities. Dedicated to the team and Company.

SKILLS

- Leadership & Management
- Strong Communication & Self-Control
- Decision Making & Problem-Solving
- MS Office & Google Tools
- Sales & Negotiation
- Analytical & Supervisory

EDUCATION

BACHELOR DEGREE

Patan Multiple College

2078 - Running

+2 IN SCIENCE - 3.07

Bluebird Secondary School

2075 - 2077

SEE - 3.30

National Secondary School

2061 - 2074

EXPERIENCE

BUSINESS DEVELOPMENT

CG COMMUNICATIONS LTD - CGNET

Nov 2022 - Current

- Build and maintain strong relationships.
- Develop and implement strategic plans.
- Market research and industry trends.
- Develop high-quality and engaging content.

OPERATIONS SUPERVISOR

Rolling Plans Private Limited -CGNET

Aug 2021 - Nov 2022

- Managing the workflow, training new hires and report analyst.
- Lead & motivate a team of employees, provide guidance.
- Address and resolve customer complaints and escalations in a timely manner.
- Develop and implement training programs to enhance agent skills and performance.

CUSTOMER SERVICE REPRESENTATIVE

Kantipur Management Private Limited - NCELL

Dec 2019 - Aug 2021

- Managing multiple tasks & priorities.
- Showing empathy towards the customer.
- Ability to analyze & solve customer problems.
- Strong verbal & written communication skills.
- Positive attitude & a willingness.

SOCIAL MEDIA SPECIALIST

Web Logix Private Limited

Nov 2018 - Dec 2019

- Deep understanding social media platforms and their features.
- Scheduling posts, and tracking performance metrics.
- Communicate with followers, respond to queries in a timely manner.
- Analyze metrics to optimize social media strategies.