



# RABIN PAUDEL

## CAREER OBJECTIVE

Ambitious and adaptable individual with strong organizational and multitasking skills, well-equipped to thrive in fast-paced, dynamic environments. Proficient in leveraging technology and analytical thinking to troubleshoot challenges and streamline workflows. Actively seeking a challenging opportunity where I can make an immediate impact through effective problem-solving, process improvement, and a commitment to operational excellence.

## CONTACT DETAILS

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🏡 Bur Dubai, Dubai, UAE

🔗 [www.linkedin.com/in/rabinpdl001/](https://www.linkedin.com/in/rabinpdl001/)

**Date of Birth** – 14 April 2002

## KEY SKILLS AND CHARACTERISTICS

- Communication Skill • Adaptability • Coordination • Work Ethics • Software Proficiency • Data Management

## TECHNICAL SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- GSPN (Global Samsung Partner Network) • IBM SPSS • SAP & CRM Software

## INTEREST AND HOBBIES

Books, Podcast, Music & Creative Writing.

## EXPERIENCE

Dec 2021 – April 2025

### **Him Electronics Pvt. Ltd. (Golchha Group) Jr. Storekeeper**

- > Maintained an automated inventory database using GSPN & CRM systems for efficient stock tracking, purchase order processing, and reporting, ensuring accurate material records and preventing shortages.
- > Oversaw daily store functions including receiving, dispatching, and inventory control, while coordinating with vendors for timely deliveries and resolving procurement and distribution issues across departments.
- > Optimized storage space, ensured proper product placement, and implemented new sales strategies that contributed to increased store revenue and operational efficiency.

April 2020 – Nov 2021

### **Samriddhi Agro Farm and Research Centre Logistic Executive**

- > Managed the complete logistics cycle including order processing, import coordination, inventory management, and customer delivery, while negotiating with suppliers and service providers to optimize cost, lead time, and service quality.
- > Acted as the primary liaison between company and clients to ensure seamless order fulfillment, while proactively developing strategies to handle client needs and improve service standards.

## EDUCATION

May 2021 - Present

### **Bachelors of Business Studies**

**Butwal Kalika Campus, Tribhuvan University**

2017 – 2019

CGPA 2.73

### **Intermediate (+2) – Science**

**Kalika Manavgyan Secondary School**

## REFERENCES

**Sumit Chimariya**

Asst. Manager – Store - Him Electronics Pvt. Ltd. (Golchha Group)

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I hereby declare that information furnished above is true and correct in every respect to the best of my knowledge.