



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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✉ rabinpaudel0902@gmail.com
🏠 Bur Dubai, Dubai, UAE
🌐 www.linkedin.com/in/rabinpd1001/
📅 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

Intermediate (+2) – Science Kalika Manavgyan Secondary School

CGPA 2.73

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.