

SUSMITA PARAJULI

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Nationality
Nepali

Language
English, Hindi

Email
susmitaparajuli74@gmail.com

Total Work Experience
7 years 8 months

Address
Dubai, United Arab Emirates (UAE)



KEY SKILLS

- Quick learner
- Internet
- Client Relationship Management
- MS Word
- Power Point
- Teamwork
- Sales Marketing
- Business Process Improvement
- MS Office
- Photoshop
- Management
- Sales Business Development
- Team Operations
- MS Excel
- Microsoft Office

PROFESSIONAL EXPERIENCE

Victory Nepal Pvt. Ltd
Documentation Officer

Apr 2021 - Jul 2025
Kathmandu, Nepal

- Develop and implement document management policies and procedures.
- Review and edit documentation for accuracy and completeness.
- Ensure that all documents are properly classified, filed, and stored in accordance with company policies and regulations.
- Monitor document usage, access, and retention to ensure compliance with legal and regulatory requirements.
- Work with internal teams to establish standard documentation templates, formats, and styles.
- Maintain and update a document database or library, ensuring that all documents are appropriately archived and indexed for quick retrieval.

KTM Nepal Logistic PVT. LTD.
Warehouse Assistant

Aug 2019 - Mar 2021
Kathmandu, Nepal

- Executed efficient inventory management by accurately receiving, storing, and organizing products, enhancing overall warehouse operations and facilitating a smooth workflow.
- Implemented safety protocols, reducing workplace and promoting a culture of safety awareness among peers.,
- Utilized warehouse management systems to monitor stock levels and streamline picking processes, contributing to operational efficiency and cost savings.

Bhat Bhateni Supermarket
Cashier and Sales Girl

Aug 2017 - Jul 2019
Kathmandu, Nepal

- Proficiently managed cash handling and transaction processing to ensure accuracy and efficiency at the point of sale.
- Maintained a high level of customer service by addressing inquiries and resolving issues promptly, fostering a positive shopping experience.
- Executed daily financial reconciliations with a focus on minimizing discrepancies, ensuring alignment with established company policies.
- Check for stock at other branches or order requested stock for customers.
- Provide customers with information about items.

EDUCATION

Bachelor of Commerce – Commerce
Tribhuvan university

2022
Nepal

ABOUT

A conscientious hardworking and reliable individual, who has the ability to adopt to any working environment, with the ability to demonstrate individual, team working skills, being highly motivated and active myself, I motivate others effectively being to lead by example and by using good communication skills. I enjoy new and challenging situations in all aspects of my life, particularly in my work.