

ABDUR RAHAMAN



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Doha, Qatar

EDUCATION

Higher Secondary School

National Examination Board, Nepal

May 2023

SKILLS

Data Entry

Accounting

Market Analysis

Time Management

Customer Handling

Presentation Skills

Sales and Marketing

Communication

Team Leadership

Problem Solving

TECHNICAL SKILLS

- **Accounting Software:** Tally ERP 9
- **Microsoft Office Suite:** Excel (Data Entry & Analysis), Word, PowerPoint
- **Digital Administration:** Email Management, Digital Document Processing & Printing
- **Office Operations:** High-Speed English Typing & Computer Fundamentals

SUMMARY

12th passed focus on strategic marketing and relationship management. Proven ability to translate business theory into actionable results. Seeking an entry-level Sales or Marketing role to leverage strong communication skills and a data-driven mindset to exceed organizational targets and drive brand value.

PROFESSIONAL EXPERIENCE

Supermarket Co-Ordinator

Bhat Bhateni Supermarket, Kathmandu (January 2025 – December 2025)

- Managed daily floor operations and staff scheduling to ensure seamless customer service.
- Coordinated inventory flow and vendor deliveries to maintain optimal stock levels.
- Oversaw product merchandising and promotional displays to drive store sales.
- Resolved customer inquiries and ensured strict compliance with safety standards.

Accountant

Nepal Avalanche Academy, Siraha, Nepal (Oct 2024 – Oct 2025)

- Managed all fee collections and accounts receivable to ensure steady cash flow
- Processed monthly payroll and salary disbursements with high accuracy
- Recorded and tracked company expenses to maintain precise financial ledgers
- Handled daily banking operations and monthly account reconciliations
- Maintained detailed inventory records and conducted regular stock audits
- Executed tax filings and documentation to ensure full regulatory compliance

Sales and Marketing

MKS Enterprises, Kathmandu, Nepal (June 2023 – Aug 2024)

- Promoted products to new vendors and converted leads into sales.
- Understood the targeted audience and their needs.
- Built and maintained strong relationships with customers.
- Stayed informed about competitors in the market.
- Developed effective strategies to engage and build relationships with pharmacy owners.
- Served as an intern (orthopaedics and surgical products)