

Neeraj Dhungel

PROFESSIONAL SUMMARY

To make my mark in development sector by seeking a challenging career with a position of responsibility where I can utilize my skills and competencies and commit myself to the achievement of the organizational goals through team effort and a positive attitude

Patient and professional when leading others and improving staff skills. Expert at offering positive feedback and constructive criticism for upbeat atmosphere, smooth operations and idea customer experiences

EDUCATION HISTORY



Bachelor of Business Studies (Incomplete)
K&K International College
Tribhuvan University, Nepal
2017



+2 (Management)
S.S Innovative College
HSEB, Nepal
2010 to 2012



SLC
Om Secondary School
Nepal Board
2009

Certificate



unicef

Measurer
Central Bureau of Statistics and UNICEF
Nepal
Jan, 2014

In the data collection of Nepal
Multiple Indicator Cluster Survey
(NMICS).

CORE COMPETENCIES

Sales Development | Customer Services | Prospecting |
Market Analysis | Product Knowledge | Sales
Management

INTEREST

Social Media | Traveling | Walking, Hiking or Trekking |
Community Service | Photography | Learning languages



GET IN TOUCH

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 Sharjah, UAE

PERSONAL INFO

Nationality: Nepal
Marital Status: Single
Visa Status: Visit Visa
DOB: 23rd Nov, 1993

LANGUAGE

English
Nepal
Hindi

RELEVANT SKILLS

Friendly & Positive Attitude
Excellent Customer Service
Excellent Communication Skills
Ability to Make Change
Basic Math Skills
Attention to Detail
Open-minded to new ideas and
passionate about learning new things
Able to work as a team player
Well organized and always plan ahead
to make sure I manage time well.

PROFESSIONAL SKILLS

Good knowledge of computer software
and networking

Responsible for selling products or
services while providing excellent
customer service

Maintain a positive attitude and focus
on customer satisfaction in a fast-paced
environment

COMPUTER SKILLS



WORK EXPERIENCE



IT Technical Support / Sales Executive
Vianet Communications Pvt. Ltd.
Nepal | 2018 - July, 2023

- Knowledge of a wide range of computer systems software, applications, hardware, networking and communications.
- Ability to provide direction to staff to resolve technological issues.
- Visiting clients end for router configuration, IPTV installation and payment collection.
- Basic troubleshooting via phone and resolve windows OS issues.
- Field visit for issue identification and troubleshooting.
- Reporting to TSE Coordinator and Retail Support supervisor.
- Visiting clients end and briefing about the issue and solution to avoid such issues in future.
- Actively seeking out new sales opportunities through cold calling, networking and social media.
- Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services.



Area Sales Representative
Scoop Ice-cream
Nepal | 2015 - 2016

- Client visit for promoting product
- Verifying and delivering orders to different clients.
- Conducting market research to identify selling possibilities and evaluate customer needs.
- Setting up meetings with potential clients and listening to their wishes and concerns.
- Prepare and deliver appropriate presentations on products and services.
- Create frequent reviews and reports with sales and financial data.
- Ensure the availability of stock for sales and demonstrations.
- Negotiate/close deals and handle complaints or objections.
- Participate on behalf of the company in exhibitions or conferences.



Sales Representative
NCELL
Nepal | 2013 - 2014

- Dealing corporate SIM service among high end corporate clients.
- Selling products and services using solid arguments to prospective customers.
- Performing cost-benefit analyses of existing and potential customers.
- Maintaining positive business relationships to ensure future sales.
- Expedite the resolution of customer problems and complaints to maximize satisfaction.
- Coordinate sales effort with team members and other departments.
- Achieve agreed upon sales targets and outcomes within schedule.

Volunteer Experience



X-Ray Tech (Operate)
Sukraraj Tropical & Infectious Disease Hospital
Nepal | 2016 - 2017

- Ensures that the radiation used is safely monitored and moves the equipment's.
- To be responsible for radiation protection of patient/carers/other staff during X-Ray procedure.
- Knowledge about X-Ray DR and CR systems.

DECLARATION

I hereby declare that all the information given above is true and correct to the best of my knowledge.

“Thank you for your consideration”