

CURRICULAM VITAE



Sabin Mishra

Contact

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Languages

English: -Fluent@ written, spoken

Hindi: - Fluent @ written, spoken

Nepali: - Mother tongue

Passport Status

Passport no: PA0001729

Issue date: - 06/12/2021

Expire date: - 05/12/2031

Place of issue: - Kathmandu, Nepal

Personal Information

Name: -Sabin Mishra

Date of Birth: - 14/05/1992

Nationality: - Nepali

Marital status: -Unmarried

Gender: - Male

Vision:

Looking for a career where gradual growth through continuous learning will be the prime focus and where innovative ideas and learning skills shall be well appreciated. Looking for a better and a bigger output.

Work Experience:

- **Manoj Gas Udyog Pvt.Ltd. July 2016 to December 2020**
- Position: Branch Manager
- Job Area: Directing all operational aspects including distribution, customer service, human resources, Marketing, administration and sales in accordance with the Manoj Gas objectives
- Work Area: Branch Office, Kathmandu

Duties & Responsibilities Performed at Manoj Gas Udyog Pvt.Ltd

- Conducting Industrial Survey for reviewing compensation and Benefit and submitting report.
- Direct all operational aspects including distribution operations, customer service, human resources, administration and sales.
- Assess local market conditions and identify current and prospective sales opportunities.
- Locate areas of improvement and propose corrective actions that meet challenges and leverage growth opportunities.
- Share knowledge with other Staff and headquarters on effective practices, competitive intelligence, business opportunities and needs.
- Handling staff grievances.
- Ensure compliance with company and policies and procedures.
- Preparing Job Description of staffs
Manage daily operations, especially customer

service and finance activities, and make improvements as need.

- **Kanchanjunga Saving & Credit Co-Operative Ltd Jan 2020 to July 2020**
- Position: Relationship Manager
- Job Area: Directing all operational aspects including distribution, Sales, human resources, Marketing, administration and sales in accordance with the Manoj Gas objectives
- Work Area: Panchthar

Duties & Responsibilities Performed at Kanchanjunga Saving & Credit Co-Operative

- Work quickly to address and resolve customer issues
- Notify the sales team of new sales and cross-selling opportunities
- Become familiar with the competition to stay ahead of them
- Create and enforce plans that will help meet the needs of customers
- Build long-term relationships with clients and customers

The Everest Restaurant & Catering Services FZE, Sharjah UAE June 2022 to June 2023

- Position: Sales
- Job Area: Directing all operational aspects including distribution, Sales, human resources, Marketing, administration and sales in accordance with the Company objectives.
- Work Area: Sharjah, UAE

Duties & Responsibilities Performed at the Everest Restaurant & Catering Services FZE

- Collecting payments whether in cash or credit.
- Notify the sales team of new sales and cross-selling opportunities.
- Resolve customer complaints, guide them and provide relevant information.
- Create and enforce plans that will help meet the needs of customers.
- Build long-term relationships with clients and customers.
- Collaborate with team members to achieve better results.

Emirates India International Exchange LPC, UAE June 2023 to onwards

- Position: Customer Service Officer
- Job Area: Answering client correspondences through email, social media, face to face and by phone. Relaying extensive product information to customers. Closing sales for the

company. Filing customer records, including contact information, purchases and billings., Marketing, administration and sales in accordance with the Company objectives.

- Work Area: Sharjah

Duties & Responsibilities Performed at the Emirates India International Exchange LPC, UAE

- Ensuring transactions are completed in an efficient manner with a high level of accuracy
- Open / close branches as required and ensuring all tasks and checks are completed
- Attending customers for making Remittance, currency exchange, demand drafts / telex transfer / electronic transfer, etc
- To give information to customer about different modes of transaction, rates for different transaction/prices,
- Help corporate costumer about WPS & Payroll Service
- Follow compliance procedures, company policies and abides by all health and safety guidelines as per company standards
- Performs administrative tasks such as filing, generating reports and maintaining mail correspondence
- Provides support and information to customers, over the counter and by phone
- Maintains a cash float and follows balancing and reconciling procedures; prepares daily 'End of Day' sheet at the close of each business day

Educational Qualification:

Degree	LEVEL	College/ School	Board/University
Schooling	SLC	SREE JAY NARAYAN HIGHER SECONDARY SCHOOL	Gov. Of Nepal
Intermediate	10+2	CITY COLLEGE	HSEB
Bachelor	BBA	COLLEGE INFORMATION TECHNOLOGY & ENGINEERING	P.U.
Masters	MBA	KANTIPUR INTERNATIONAL COLLEGE	PU

Trainings Received:

- Excel/Word Training
- Personality Development training
- Communication Skills training
- Well knowledge and experience of **Ms-Excel, Word, power point**, Tally Erp
- Well knowledge of sports like: Football, Cricket and other games.
- Have the two wheelers licence

Competencies:

- Good interpersonal communication skills
- Cooperating and highly focused on team effort
- Hard working and result oriented

Career Objectives:

To join a company that offers me a stable and positive atmosphere and inspires me to enhance and therefore to innovate the work culture for the betterment of all concerned parties. Seeking a responsible job with an opportunity for the professional challenges & attainment of company's goal and growth.

References:

Provide up on a request.