



ROKESH AMATYA

ADMINISTRATIVE MANAGER

PROFILE

I am a Experienced sales officer known for having flexible, reliable and time keeping skills. I am a self-motivated, reliable, responsible and hard working person. I am able to work well both in a team environment as well as using own initiative. I get across to people and adjust to changes with ease. I believe that a person should work on developing their professional skills and learning new things all the time.

WORK EXPERIENCE

HEAD OF HR

Nava Pravat Saving And Cooperative Pvt. Ltd.
Aug - Mar 2016

- I've organized team building activities to boost morale and teamwork among staff members.

SALES OFFICER

Mt. Everest Brewery Pvt. Ltd.
May 2016 - Aug 2020

- I've implemented CRM systems to improve client retention rates and evaluated competitor offerings regularly to maintain a competitive edge in the market. Also streamlined sales processes through the adoption of new technologies, improving efficiency.

MEDICAL REPRESENTATIVE

Time Pharmaceutical Pvt. Ltd. Dec 2020 -
Nov 2022

- By maintaining detailed records of sales activities i've exceeded the sales target. I've also adapted new sales techniques based on product type, market conditions and clients' needs.

SENIOR PROCUREMENT OFFICER

Spark Construction Pvt. Ltd. Oct 2023 - Mar 2024

- Sourced new suppliers and assessed their potential to meet organizational needs. I also managed supplier relations and negotiated contracts to ensure cost effective purchasing decisions.

REFERENCE

Susil Bhakta Pradhananga
Founder, Nava Pravat Saving and Cooperative Pvt. Ltd.
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Ramesh Shrestha
Board of Director, Mt. Everest Brewery Pvt. Ltd.
+9779851077220

CONTACT

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- 📍 Abu-Dhabi, UAE

EDUCATION

- School Name = Om Secondary School (SLC)
Passed out year 2006 AD
- College Name = Khwopa College (+2)
Passed out Year 2010 AD
- College Name = Chanakya Vyabasthapan Campus (Bachelor)
Passed out Year 2016

LANGUAGES

- English
- Hindi
- Nepali

EXPERTISE

- Management Skills
- Digital Marketing
- Critical Thinking
- Leadership