

Curriculum Vitae

Personal Information

Name : Durga Bahadur Bhandari
Address permanent : Sunwal-2, Nawalparasi, Nepal
Address present : Al Mankhool road, Dubai
DOB : 13th April 1981
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PROFILE

I am passionate, enthusiastic with good moral character and conduct. I am helpful, initiative, responsible and dedicated to my duties and responsibilities and have quite flexible approach to work. Good team working spirit with multicultural people, operating as and when required in fast paced working environment.

ACADEMIC QUALIFICATION

- ❖ Higher Secondary Education (Commerce) from Tribhuvan University Bhairahawa Multiple Campus Siddharthanagar Rupandehi, Nepal
- ❖ School Leaving Certificate (S.L.C) from Shree Mahakavi Devkota Secondary School, Sunwal Nawalparasi Nepal

WORK EXPERIENCE

- ❖ Worked as a Storekeeper at Fadelior Company Ltd Moscow Russia Since 2005 December to March 2008 .
- ❖ Worked as a Sales Executive at Amatya International Moscow Russia Since April 2008 to February 2015 .
- ❖ Worked as a Product Packaging and Distribution In-Charge at Zephyr International Pvt.Ltd. since April 2015 to September 2017.
- ❖ Working as a Production Supervisor at Sunwal Foods And Packaging Pvt. Ltd Sunwal 3 Nawalparasi , Nepal since Oct, 2017 to till date.

Present Duties and Responsibilities

- ❖ Assigning Responsibilities to production employees.
- ❖ Supervising and monitoring employees.
- ❖ Preparing work schedules.

- ❖ Maintaining quality service.
- ❖ Conducting reviews for personal performance.
- ❖ Ensuring all equipment is functioning properly.
- ❖ Compiling production records.
- ❖ Ensuring production plans are completed in time.
- ❖ Identifying and troubleshooting production issues.
- ❖ Communicating with other manufacturing departments.
- ❖ Maintaining clean and safe work environment.

TRAINING:

- ❖ Diploma in Computer Application (Perfect Knowledge in Word, Advance Excel, Power Point and Accounting Package (Tally)

Skills

- ❖ Problem Solving
- ❖ Critical Thinking
- ❖ Flexibility
- ❖ Teamwork
- ❖ Creativity
- ❖ Computer Skills.
- ❖ Interpersonal Skills.
- ❖ Leadership.
- ❖ Management Skills.
- ❖ Self Confident

LANGUAGE:

English, Nepali, Russian and Hindi

PERSONAL DECLARATION:

I do hereby declare that the above-mentioned information is true to the best of my knowledge and belief. Further I am sure that if a chance is given to me to serve in your esteemed organization. I will give my full efforts towards the betterment.