

BIDHAN SHARMA

Salah Al Din, Dubai | 971 50 360 9407 | dearbidhansharma@gmail.com

SUMMARY

Enthusiastic, flexible, and hands-on individual with experience in data management, customer service, and teaching. Capable of carrying out a wide range of activities, including managing data, providing excellent customer service, and teaching. I am excited to apply my experience and skills in customer-facing roles to enhance customer satisfaction and contribute to success in related fields.

EXPERIENCE

Executive Data Entry

Prime Hospital | Al Garhoud, Dubai

Nov 2023-Till

- Managed data, scanned documents, and kept the Documentation Management Software (DMS) up to date by uploading patient records.
- Enhanced skills in Excel, data analysis, inventory management, and communication.
- Consistently result-driven and target-oriented with a focus on daily goals.
- Maintained high standards of data accuracy and demonstrated strong problem-solving abilities.

Sales Assistant

Big Mart Pvt. Ltd | Kathmandu, Nepal

July 2022-January 2023

- My primary responsibility was to make customers aware of the products, offers and deal with their queries in an approachable way.
- I enhanced my communication, negotiation and some psychological skills which I take pride in myself.
- Keeping UpToDate knowledge about the product and helping customers to smoothen their buying process.

EDUCATION

Science

Shree Dhruva Secondary School | Bardiya, Nepal

2020-2022

ADDITIONAL INFORMATION

Technical Skills: Microsoft 365 , Inventory Management, Microsoft BI

Languages: English , Hindi , Nepali