



DHIRAJ BHATTARAI

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Objective:

To put my abilities & learning skills to best use & make my effective contribution to an organization for a bright & rewarding Career.

PERSONAL INFORMATION

Name : Dhiraj Bhattarai
D.O.B : 19th March, 2001
Gender : Male
Nationality : Nepalese
Marital Status : Unmarried
Proficient Language : Nepali, English, Hindi
Current Address : Dubai, UAE
Home Address : Ghorahi Sub-Metropolitan Dang, Nepal
Passport No. : 11604500

HOBBIES:

- Reading Books (Especially Novles, Spritual & Self-help books)
- Listining Music, watching movies and series.
- Travelling & exploring new things and places.
- Playing Cricket.

SKILLS

- Accounting & Bookkeeping.
- Computer Literacy & familiarity with microsoft office.
- Written & verbal communication skill.
- Excellent costumer services.
- Technical & interpersonal skills.
- Initiative & problem solving abilities.
- Adaptability & ability to work under presure.
- Professional phone etiquette.

ACADEMIC QUALIFICATION

- Currently studying Bachelors in Hospitality Management in Nest Academy of Management Education, Dubai, UAE.
- Got 6.5 overall score on International English Language Testing System (IELTS) From British Council on 5th January 2020.
- Obtained 2.58 CGPA on Years 12 from Padmodaya Public Model Secondary School Ghorahi Dang on 2019.
- Passed out SEE from Padmodaya Public Model Secondary School Ghorahi Dang with 2.75 CGPA on 2017.

EMPOLYMENT HISTORY

Accountant, Om Polyclinic & Diagnostic Center Pvt. Ltd., Ghorahi Dang, Nepal
May 2020- July 2021

- Keeping account books & system up to date.
- Prepares asset, liability, & capital account entries by compiling & analyzing account information.
- Monitoring spending & budgets.
- Compiling and presenting monthly & annualy financial budget report.
- Advicing on how to reduce costs and increase profits.
- Managing the stock as well as order equipments if needed.

Front Desk Officer/Cashier, The Royal Fitness Center Pvt. Ltd., Ghorahi Dang, Nepal
Fab 2019- March 2020

- Maintain the record of all member and guest coming to the gym.
- Monitered incoming calls with a pleasant & professional voice.
- Administered the payments made by the members.
- Maintain a tidy reception area and cleanliness of all gym equipments.
- Resolve all costumer complaints.

Salesperson/Cashier, DSAB Trade & International Supplires, Ghorahi Dang, Nepal
March 2015- June 2017

- Greeting costumers with a smile as well as guiding them by providing the accurate information of the product.
- Respond to customer quiries.
- Check for stock at other branches or order requested stock for customers.
- Processes payments by totaling the purchases products.

Declaration:

I hereby declare that all the information furnished above is true the best of my knowledge and belief.