

Curriculum Vitae

BHUP RAJ ARYAL
CONTACT NO:- 0527461704 / 0567941916



CAREIR OBJECTIVE

- I am associated to work with sophisticated people in a good corporate atmosphere where I can utilize my skills and knowledge for the growth of our company and future.

ACADEMIC QUALIFICATION

- School leaving Certificate from Shree Bhanubhakta Acharya Higher Secondary School Galyang Bazaar Syangja District of Gandaki zone Nepal.

COMPUTER LITERACY

- Working Knowledge of MS –Office (Windows, word, excel and power point) and familiarity of Internet Browsing.

WORKING EXPERIENCE'S

- **COMPANY: Durga Barton Store New Delhi (India)**
(From 02-March-2003 to 04-April-2006)
Designation: Sales man

- Handling Cash and Account
- Marketing

- **COMPANY : Alpha Star Trading Doha Branch From**
(16-May-2006 to 31- April-2010)

Designation: Office Assistant

- Cost control
- Office cleaning
- Maintain incoming and outgoing of inventory.
- Monitoring Stock and place orders for Office stationery

- **COMPANY :NOKIA TECH MART JABLALI FREE ZONE (U.A.E.)**

(From December 2012 to 15 August)

Designation: Assistant store keeper

- Check incoming materials with packing list

- **COMPANY :AVERY DENNISON JABLALI FREE ZONE (U.A.E.)**
 (From 02 November 2013 to till June 2014)
Designation: Office Assistant
- Cost Control
 - Office cleaning
 - Designed comprehensive filing system reliably filed and retrieves confidential records.
 - Monitoring Stock and place orders for Office stationery
- **COMPANY :MANAS PROPERTIES LLC (U.A.E.)**
 (From 14th July 2014 to till date)
Designation: Office Assistant
- Cash Flow and Cost Control
 - Answering call on the reception
 - Operate photocopy machine
 - Make tea coffee for the guests
 - Office cleaning and dusting
 - Help account department to file paper work.
 - Designed comprehensive filing system reliably filed and retrieves confidential records.
 - Monitoring Stock and place orders for Office stationery and pantry

Personal Details:

Full Name : - Bhup Raj Aryal

Contact No :- 0527461704 / 0567941916

Date of birth : - 14 April 1982

Gender : - Male

Marital status : - Married

Languages : - English, Hindi & Nepali

Nationality : - Nepali

Passport No :- 06673869

Date of issue :- 03-sep 2013

Date of expiry :- 02-sep-2023

E-mail Address : - bhuprajarval2060@gmail.com

Paper Address : - Tulsi Bhangjang V.D.C -6
 Pallakhanda Syangja District of Gandaki Zone
 West Nepal