



CURRICULUM VITAE

Govinda Karki
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Carrier Objective:-

To join a dynamic professional and well-established company of any commercial field offering computerized work environment and job positions either in work field or any other fields. A company where in quality, hard work is recognized and to give my best possible services.

Overall 12 years overseas experience
Company: Med gulf Construction Company
Country: Doha Qatar
Position: Store Keeper
Duration: Nov 10, 2019 up to present

Duties:

- Receiving and physically checking all materials arrived at site.
- Checking the materials mentioned in delivery notes and actual quantity
- Inform the superior once found some discrepancy on the delivery
- Update on the Material Tracking Register all materials received and issued to site
- Monitor the remaining quantity of stocks
- Conduct everyday proper housekeeping

Company: Z.P. Zachariades Overseas Civil Engineering Company
Country: Bahrain
Position: Store Keeper
Duration: July 21, 2008 up to October 17, 2010

Duties:

- Maintaining daily incoming and outgoing stock reports.
- Preparing quotations for the required stocks and passing over to the purchase
- Preparing monthly stock report for the accounts department
- Dealing with suppliers and conforming the availability of the stocks before
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- Maintaining stock register Quotations manual and computerize.
- Maintaining proper stock as per the Project requirements
- Updating all the requisition on vast developed computer programmed.

Company: Arabian International Contracting WLL (AIC)
Country: Kingdom of Bahrain
Position: Store Keeper
Duration: April 10, 2011 up to Jun - 2016

Company : Sedres Mari time Chandelling Ware House
Total Logistic Solution. Saudi Arabia – Jubail -3
Position : Store Keeper
9 July – 2017 To 28 – Nov - 2018

Academic Qualification: -

+2
Model Collage of Management
Damak- Jhapa

Technical Qualification:-

M.S. Word, Excel, Power Point, Adobe Page maker etc.

- Site Store Data Base
- Internet Applications.

Personal Appreciable:-

- Hard working & Result oriented.
- Very good interpersonal skills.
- Capable of managing a job independently.
- Discipline fast learner.

Personal Details:

Father Name : Bhadra Bahadur Karki

Mother Name : Lal Maya Karki

<u>Full Name</u>	<u>Govinda Karki</u>
<u>Date of Birth</u>	<u>31-08-1981</u>
<u>Sex</u>	<u>Male</u>
<u>Marital Status</u>	<u>Married</u>
<u>Nationality</u>	<u>Nepali</u>
<u>Passport No</u>	<u>07543975</u>
<u>Date of Issue</u>	<u>26-Jun 2014</u>
<u>Date of Expiry</u>	<u>25-Jun 2024</u>
<u>Languages Known</u>	<u>English, Hindi, & Basic Arabic Knowledge</u>

Reference

Shall produce as per the requisite.

Thank you very much for your time to consider my curriculum vitae requirement for the above furnished information.

I will be glad to all upon interview prior information.

I hereby declare that the furnished information is true to the best of my knowledge.

Best regards,

Govinda karki