



Balaram Neupane

Nationality: Nepalese **Date of birth:** 23/05/1995 **Gender:** Male

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Home: Devchuli 17, Nawalparasi, (Nepal)

ABOUT ME

Greetings of the day! I am Balaram Neupane a Professional Cleaner, Room Attendant, Farmworker, Driver & Data Entry Clerk With different kinds of skills and experience. I have a clear, logical mind with a practical approach to problem-solving and a drive to see things through to completion. I am A good skilled worker with various experiences in different areas. I can handle work under pressure and do multitasking jobs.

WORK EXPERIENCE

Room Attendant/Cleaner

Raghavi Palace Hotel Pvt.Ltd [01/09/2022 – 01/09/2023]

City: Butwal

Country: Nepal

- Experience in assigning tasks, setting priorities, and ensuring the team meets cleaning standards.
- Proven track record of managing and training staff.
- Strong communication skills to effectively interact with team members, management, and guests.
- Ability to convey instructions clearly and concisely.
- Proficiency in various cleaning methods and practices.
- Knowledge of appropriate cleaning agents for different surfaces.
- Attention to detail in ensuring high cleaning standards are met.
- Thoroughly cleaning and disinfecting all assigned areas.
- Noticing and addressing even minor cleanliness issues.

Farmworker

Kaberi Herbs Agrotec Pvt. Ltd [02/2020 – 07/2022]

City: Nawalparasi

Country: Nepal

- Proficient in various farm tasks, such as planting, harvesting, weeding, and general fieldwork.
- Ability to perform physically demanding tasks for extended periods.
- Experience operating farm machinery and equipment, including tractors, plows, and harvesting equipment.
- Knowledge of basic maintenance and troubleshooting for farm machinery.
- Familiarity with different crops, planting seasons, and cultivation methods.
- Ability to recognize and address common crop issues.
- Experience in handling and caring for livestock, if relevant to the farm.
- Understanding of basic animal health and welfare practices.
- Ability to work effectively as part of a team, coordinating tasks with other farmworkers.
- Collaboration with supervisors and colleagues to achieve farm goals.

Driver

Light Vehicles Driver

Country: Nepal

- Adherence to traffic rules and regulations.
- Commitment to maintaining a safe driving record.
- Efficient planning of routes to optimize travel time.
- Familiarity with navigation tools and GPS systems.
- Basic understanding of vehicle maintenance and ability to perform routine checks.
- Reporting any issues or malfunctions promptly.
- Punctuality in meeting schedules and deadlines.
- Efficient time management to complete tasks within specified timelines.

Data Entry

Nbk Trading Company [06/09/2016 – 06/09/2019]

Country: Qatar

- Thoroughness in entering data without errors.
- Ability to spot and correct discrepancies.
- Efficiently organizing and categorizing data.
- Managing large volumes of information systematically.
- Prioritizing tasks and completing data entry assignments within specified deadlines.
- Balancing speed with accuracy.
- Familiarity with data entry software and tools.
- Competence in using spreadsheet software (e.g., Microsoft Excel, Google Sheets).

EDUCATION AND TRAINING

School Leaving Certificate

Completed SLC From Nepal

Country: Nepal

High School Diploma

Shree Devchu Higher Secondary School [2012]

City: Rajahar, Nawalparasi

Country: Nepal

LANGUAGE SKILLS

Mother tongue(s): **Nepali**

Other language(s):

English

LISTENING A2 READING A1 WRITING A1

SPOKEN PRODUCTION A2 SPOKEN INTERACTION A1

Hindi

LISTENING A2 READING A2 WRITING A2

SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Email(Gmail) / Internet / Social Media including Facebook , WhatsApp and Twitter

COMMUNICATION AND INTERPERSONAL SKILLS

Career Objectives

- Clear instructions

- Active listening
 - Collaboration
 - Conflict resolution
 - Customer service
 - Non-verbal communication
 - Time management
 - Respectful communication
 - Adaptability
 - Critical Thinking
 - Positive Work Ethic
 - Equipment Maintenance
 - Complex Problem Solving
 - Handling Pressure
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