

Ram Saran Adhikari



Contact

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Languages

- ❖ English - Advance
- ❖ Hindi - Advance
- ❖ Nepali - Native

Education and Certification

- ❖ Bachelor Tribhuvan University, Nepal
- ❖ ISC(Diploma) in Science – Tribhuvan University, Nepal
- ❖ SLC(School leaving Certificate) - Nepal
- ❖ Certificate of Proficiency in Information System Management
- ❖ Web Page Designing
- ❖ Ms Office- Word, Excel, PowerPoint
- ❖ Certificate on Professional Public Speaking

Personal Details

Date of Birth - 18/11/1989
Nationality - Nepalese
Driving License - UAE, KSA

Skills & Hobbies

- ❖ **Skills** – Leadership, Sales, Computer Skill, Teamwork, Customer service, Organizational skill, Communication Skills, Quick Learning, Coachable, Problem Solving, Time management, Work ethic, Project Management, Presentation, Confidence.
- ❖ **Hobbies** – Reading Books, Playing games, Travelling.

Summary

With 10 years of experience and different functional knowledge by working in different sectors, in Human Resources, Sales, Administration, Project controller (staff management, sales, submitting invoice / timesheet and collecting payments), Sales (sales executive, Assistant sales Manager and cashier). Performance driven professional and effective team player with Strong communication, Inter personal, Managerial skills.

Work Experience

HR and Admin Officer

- Kreol Group- Dubai, UAE – From Aug 2022 to Aug 2023.
- Emirates Industrial Laboratory & Gulf fidelity Security services – Dubai, UAE – Dec 2018 to Jan 2022.

Responsibility-

- Recruitment - (Identifying, Initial screening, short-listing, Interviewing, Selection, Preparing Job description).
- Preparing Offer letters, onboarding process of new hires and their Orientation.
- Creating & maintaining Employees files (Physical + digital) and company files.
- Administrative work (managing an office and its supplies, answering and directing phone calls, writing and answering emails and scheduling appointments, updating database and files, organizing, coordinating, reporting and budgeting, booking meetings and scheduling events.).
- Creating ID and updating records in ERP and assisting finance team in payroll.
- Prepare memos, warning letters, appointment letters and other letters.
- New visa processing and Visa & labor renewal.
- Renewal monitoring for (Company's Trade license, Brand certificate, Tenancy, Company's Properties, Vehicles, AMC's, Passport, visa, Labor, Emirates ID)
- Maintaining attendance, Leaves of employees and deal with employee request.
- Preparing payroll and processing it.
- Prepare, update and submit reports on general HR activity.
- Ensure all HR operations, procedures, and policies are efficient and in compliance with legislation and best practices.
- Insurance (Group Medical Insurance and company's Insurances)
- Preparing Final settlements and Exit interviews of employee.

Sales Executive /Assistant Sales Manager/Project controller

- Project Controller / Receptionist- Initial Saudi Arabia- 2014 to 2017
- Assistant sales Manager- In Nepal – 2012 to 2014
- Sales Executive- Zain textiles, United Kingdom, London- 2010-2012

Responsibility

- Greeting customers, answering to questions, serving customers.
- Introducing promotions and discounts to customers, Cross-selling products
- Sort & place items on racks, shelves according to organizational standards.
- Operating cash registers, managing financial transactions & balancing drawers.
- Receiving delivery, prepare PO, prepare and complete orders for delivery or pickup according to schedule
- Manage Staff and clients, manage Store Inventory
- Create and maintain a budget and schedule analyze progress report against the work schedules; and recommend actions to improve progress.
- Smooth running of Store/projects/operation by maintaining daily contact with customers/Clients to determine customer satisfaction with the services provided

Declaration:

I hereby declare that the above statements are true to the best of my knowledge.