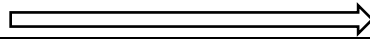


Rajan Sharma

- Mobile / WhatsApp: + (974) 71301992 • Email: email.rajan001@gamil.com
- Current Address: Doha, Qatar • Permanent Address: Banke, Nepal

Detail-oriented IT professional with a Diploma in Computer Engineering, skilled in data entry and WordPress website design. Experienced in developing and implementing IT solutions with a proven track record in IT management. Thrives in dynamic environments, showcasing exceptional adaptability, flexibility, and a collaborative approach within cross-functional teams.

CHECK OUT MY PORTFOLIO HERE:



[HTTPS://RAJANSHARMA.INFO.NP/](https://rajansharma.info.np/)

WORK EXPERIENCE

2023 – Present	Data Entry Operator	Souq Al Baladi	Doha (Qatar)
	<ul style="list-style-type: none">▪ Verified and recorded incoming raw materials with precision in the computer system, ensuring accurate inventory records.▪ Managed efficient order fulfillment by generating invoices, overseeing timely product delivery, and maintaining meticulous transaction records.▪ Controlled stock levels through systematic product additions and removals, while also assigning and managing barcodes for new items.▪ Generated weekly reports summarizing sales and stock metrics, facilitating clear communication with the account team for strategic decision-making.		
2022 – 2023	Computer Operator	Manakamana Trade & Suppliers Pvt. Ltd.	Banke (Nepal)
	<ul style="list-style-type: none">▪ Operated and maintained computer systems, ensuring smooth and efficient daily operations.▪ Responsible for data entry tasks and managing databases.▪ Provided technical support to employees, troubleshooting and resolving IT-related issues.▪ Developed and implemented procedures for efficient computer usage.▪ Consistently demonstrated a commitment to improving computer system efficiency.▪ Proved to be a reliable and responsible employee.		
2018 – 2021	Assistant Manager and Cashier	Best Mid-West Tours & Travels Pvt. Ltd.	Banke (Nepal)
	<ul style="list-style-type: none">▪ Managed vehicle details and reporting processes for accuracy.▪ Maintained and updated official documents using computer systems.▪ Demonstrated effective stock management and staff supervision.▪ Operated as a Remittance Operator, ensuring precise cash management.		

RELEVANT SKILLS

- **Computer Skills:** Microsoft Office (Word, Excel, PowerPoint), Adobe Photoshop, IT Troubleshooting, Web Development (WordPress, HTML, CSS, Basic PHP).
- **Technical:** Inventory Management Software, POS Systems, Data Entry Software, Technical Support Tools, Document Management Systems, Remittance Software.
- **Professional:** Time Management, Multitasking, Adaptability, Customer Service, Decision-Making, Team Collaboration.
- **Languages:** Nepali (Native), English (Intermediate), Hindi (Fluent).

EDUCATION

2017 – 2021 *Diploma in Computer Engineering* **Tribhuvan Model Secondary School (Banke, Nepal)**

Focused on Web Development, gaining practical skills in HTML, CSS, PHP and WordPress. Completed hands-on projects, demonstrating strong problem-solving abilities

2016 *School Leaving Certificate* **Tribhuvan Model Secondary School (Banke, Nepal)**

DECLARATION

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I take full responsibility for the accuracy of the details provided and am prepared to furnish any additional information needed.