



Md Ersad Nadaph

Supervisor

CONTACT

 Address
Doha Qatar

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70358904

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DOB
2000/11/10

SKILLS

- Conflict Resolution
- Leadership
- Critical Thinking
- Interpersonal Skills
- Time and Priority Management
- Respecting Diversity and Generational Differences in the Workplace
- Problem solving
- Customer service
- Inventory management
- Team leadership
- Teamwork
- Skills management

LANGUAGES

English
Hindi
Nepali

HOBBIES

- Reading
- Writing
- Listening

NATIONALITY

Nepali

PROFILE

Experienced Supervisor with a proven track record of managing teams and achieving exceptional results. Demonstrated ability to identify and resolve issues quickly and efficiently, while maintaining a high level of customer satisfaction. Adept at utilizing modern technology to improve efficiency and increase productivity

PROFESSIONAL EXPERIENCE

Office boy, Arafat business center, Doha, Qatar

April 2022 – September 2022

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Greeting clients and visitors as needed.
- Updating paperwork, maintaining documents, and word processing.
- Helping organize and maintain office common areas.
- Performing general office clerk duties and errands.
- Organizing travel by booking accommodation and reservation needs as required.
- Coordinating events as necessary.

Cashier, Papa John's Pizza, Doha, Qatar

September 2022 – Present

- Issue receipts to customers
- Deal Collect cash, checks, and credit card payments from customers
- Make change accurately and efficiently
- with returns and refunds as necessary
- Maintain cash control over register drawer and verify amounts are correct
- Answer customer questions as they arise
- Calculate customer bills through cash register ringing
- Help with other tasks as needed including managing shelves, tracking inventory, and keeping the store clean

Supervisor, Papa John's pizza, Doha, Qatar

February 2023 – Present

- Setting goals for performance and deadlines in ways that comply with company's plans and vision
- Organizing workflow and ensuring that employees understand their duties or delegated tasks
- Monitoring employee productivity and providing constructive feedback and coaching
- Trainee new staff

EDUCATION

High school, Triton international college, Kathmandu, Nepal
January 2021

Diploma in computer(ADCA) NIIT Institute,Janakpur,Nepal

