



Prakash Bahadur Chand

Recruiter/Operations

My Contact

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DOB: 30-Aug-1995

[LinkedIn](#)

Skill

- Critical Thinking
- Problem Solving
- Recruiting
- Talent acquisition
- MS Excel

Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

- Southwestern State College, Basundhara / Kathmandu

Bachelors in Business studies
2022 - Running

- +12
Seventh day Adventist high school and Pre-university College, Karnataka-560005
Completed in 2013

About Me

Passionate, Dedicated and hardworking. Ability to use the experience and dwell along with companies objective. Looking for a Dynamic organization, which provides me with better opportunities for career growth.

Professional Experience

Subisu Cablenet Ltd - Retention Supervisor(OV Sales)
December 2019 - Aug 2022

Key responsibilities:

- Started as an Admin desk co-ordinator were performed admin task to support Branch of outside valley
- Gradually upgraded to being Team Leader of Online Team of OV of 4 Member: wherein verifying Online payments, clearance, refund release, reconciliation of mismatch payments and co-ordination with wallet partners like ESEWA, KHALTI etc.
- Senior Assistant for OV(Business Vertical-Semi Branch): Report Compilation from all branches abd follow up of all work plan by assisting, guiding them and addressing their concerns, Report to Head Manager of OV Team.
- Supervisor of 12 members for Retention Team OV Customer service: Planning, Hiring, Training and Coordinating, Follow up of all suspended and inactive users by setting targets to the Team, Nurturing and training the branch Retention for better plan implementation. Report to Head of all Business verticals.

Bizbazar Ltd - Asst. Coordinator(Customer Service)
September 2022 - March 2023

Key responsibilities:

- Coordinating with Inter departments with E-Commerce, CS and Logistics
- Maintaining Order flow effectively with required changes(if necessary)
- Identify the flaws on these Inter-departments and working with the Heads for changes(Process formation)
- Vendor Management: Planning for Vendor engagement, offers and ratings.
- Returns cases handling and providing solutions promptly and approve the refunds

Asha and Company – Research Trainee

May(3weeks)

Key responsibilities:

It was a very short time span of my career but understood about the works of Business Consultant Field such as Research, Conducting Interviews, exploring best possible alternates and enhancing critical thinking.

Recruiter(Part-time Freelance) : Reizvoll Nepal

October 23 – till now

Key responsibilities:

1. Screening, Interviewing and shortlisting candidates for Internal hiring.
2. Head hunting with prospects for Senior positions
3. Reference checks and Documenting candidates details in database.
4. Understand the requirements from concern Team Leaders and Management and preparation of JD

Recruitment Executive – CMS Connect Pvt Ltd

June 2023 to October 2023

Key responsibilities:

- Screening of CV & Job assessment of potential Candidates
- Conduct interviews and shortlisting the required
- Client Management: working closely to fulfill their requirement
- Sourcing Candidates from campus interviews, Data pool and relevant company hunting.
- Co-ordinate training activates during training sessions.
- Preparation of JD for required role.
- Performing other admin tasks such as cheques collection, billing and follow-ups etc.