**Bandana**

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| |  |  |  | | --- | --- | --- | | **Career Progression** |  | | |  | | | | **Administration Officer:** PC CARE, Kathmandu, Nepal | | **21st Aug 2008 - 30th Aug 2010** | |  | |  | | **Crew Trainer:** McDonalds, UAE | | **20th Jun 2012 – 8th Oct 2015** |  |  |  | | --- | --- | | **Areas of Expertise** |  | | **Administration**   * Working on Human Resource like joining & separation formalities, Attendance Management, Induction programs, Appointment Letter & Confirmation, Administration, Maintaining Personal files of Employees, Employee Relation. * Follow up Manager’s diary; schedule appointments; attend and record minutes of the meeting; organize details of travel arrangements and accommodations. * Communicate with internal departments as well as all third parties to exchange information, coordinate activities, and promptly resolve issues and concerns. * Handle complete facilities set up and upkeep; ensure enough quantity of supplies to support operations. Also perform filing, e-mailing, faxing and self-correspondence. | |   **Crew Trainer**   * Becoming a leader. * Training and accessing crew. * Communicating Effectively. * Follow proper food safety standard. * Prepare SOC’s of Crew. * Ensure Cleanliness all the time. * Customer Service/Hospitality. * Taking order in counter and Cashiering. * Suggestive sell up. * Ensure 100% Quality, Service, Cleanliness and Value. * Check FIFO and FEFO frequently. * Help the manager to run the shift smoothly. * Make Build To’s. * Follow MFY.  |  |  | | --- | --- | | **IT Skills** |  | |  | | | * MS Office Applications (Word, Excel & PowerPoint), Internet. * Diploma in Graphics Designing. * Diploma in Webpage Designing. * Asp .Net, C# MVC * SQL Server 2012 | |   **Strengths** | | | |
| C:\Documents and Settings\Juniorwriter\Local Settings\Temporary Internet Files\Content.IE5\2NFLK6WE\MCj04326650000[1].png | 5 years of work experience in Asia | C:\Documents and Settings\Juniorwriter\Local Settings\Temporary Internet Files\Content.IE5\2NFLK6WE\MCj04326650000[1].png | Excellent capability to multi-task |
| C:\Documents and Settings\Juniorwriter\Local Settings\Temporary Internet Files\Content.IE5\2NFLK6WE\MCj04326650000[1].png | Highly Committed team player | C:\Documents and Settings\Juniorwriter\Local Settings\Temporary Internet Files\Content.IE5\2NFLK6WE\MCj04326650000[1].png | Adaptable to new challenges |
| C:\Documents and Settings\Juniorwriter\Local Settings\Temporary Internet Files\Content.IE5\2NFLK6WE\MCj04326650000[1].png | Duty Bound | **C:\Documents and Settings\Juniorwriter\Local Settings\Temporary Internet Files\Content.IE5\2NFLK6WE\MCj04326650000[1].png** | Tact to deal with multicultural personnel |
| C:\Documents and Settings\Juniorwriter\Local Settings\Temporary Internet Files\Content.IE5\2NFLK6WE\MCj04326650000[1].png | Goal focused and self-motivated | C:\Documents and Settings\Juniorwriter\Local Settings\Temporary Internet Files\Content.IE5\2NFLK6WE\MCj04326650000[1].png | Superb correspondence skills. |

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| **Achievements** |  |
| * Increased the number of task completed within time limit and enhanced scheduling processes through calendar system, intensive meeting and close coordination with the staff. * Received numerous appreciations from colleagues, management and clients for resolving challenging problems, for providing timely support and for excellent understanding of user requirements, thereafter delivering outstanding service. * Flexible in working well in cross-functional teams. | |

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| **Education & Courses** |  | |
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| **SLC Board,** Kankai Awasia English MA VI, Birtamod, Nepal.  **Computer Knowledge,** Purwanchal Information Technology Center, Ms Office and Diploma in Graphics Designing,Birtamod, Nepal | | **2004**  **2005/2006** |
| **Higher Secondary English School,** Birta Higher Secondary School, Birtamod, Nepal.  **Tribhuvan University,** 3-Yrs Bachelor’s Level,Part-1st, Kankai Adarsh Campus, Birtamod, Nepal  **Tribhuvan University,** 3-Yrs Bachelor’s Level, Part-2nd and 3rd, Dillibazar Kanya Multiple Campus, Kathmandu, Nepal  **INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS),** Band Score(6.0), Nepal | | **2006**  **2008**  **In Progress**  **2011** |
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