**Bandana**

**Bandana.335812@2freemail.com**



|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| **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. |

|  |  |
| --- | --- |
| **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.
 |

|  |  |
| --- | --- |
| **Education & Courses** |  |
|  |
|  |  |
| **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** |
|   |  |

|  |  |
| --- | --- |
|  |  |
|  |
|  |  |  |
|  |  |  |
|  |  |  |