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**PRAMILA**

Email: [**PRAMILA.339291@2freemail.com**](mailto:PRAMILA.339291@2freemail.com)

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**KEY SKILLS:**

**Communication:** Excellent interpersonal oratory and written skills.

**Team Work:** Possess ability to adapt to teams make effective and positive contributions to enthuse teams to achieve high goals.

**Organizational Capability:** Have the ability to effectively organize and accomplish assignments.

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**WORK EXPERIENCE:**

**1) POPULAR MUSIC INSISTUTED:**

Worked as a **ADMIN/RECEPTION** from MAY 2014 TILL NOW

JOB PROFILE:

* Responsible for providing administrative support to entire management team
* Perform responsibilities of handling calls and directing calls to appropriate person or department
* Handle the tasks of greeting visitors/customers in a friendly and courteous manner
* Responsible for processing confidential payroll to ensure that paycheck arrives in a timely manner
* Handle tasks of assisting managers in preparing monthly re-forecast and annual budget
* Perform responsibilities of maintaining various logs like purchase order, benefit accruals, tenant database and incoming/outgoing packages
* Receive, sort and distribute all incoming mails

**2) DOWN TO EARTH ORGANIC**

Worked as a **SALES/CASHIER** from DECEMBER 2011 to FEBEURARY 2014.

JOB PROFILE:

* Organized shelves and displays
* Demonstrated proficiencies in telephone within a high-volume environment. Addressed concerned/upset/angry guests researched and rapidly solved.
* Consistently praised by management for the quality and timeliness of reports, attention to detail, exemplary customer service delivery and team-player attitude.
* Explain all details of payment method to the customers.

**COMPUTER PROFICIENCY:**

* MS Office, Internet and Photoshop Basics
* Office Management Confidence

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**ACADEMIC QUALIFICATION:**

* First Class in Higher Secondary school (Bajra International College, Hotel Management, Nepal)
* First class in Secondary School (Advanced High English Secondary school, Nepal)

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**PERSONAL INFORMATION:**

Date of Birth: 16 FEB 1993

Gender: Female

Date of Issue: 13 MAR 2014

Date of Expiry: 12 MAR 2024

Languages Known: English, Hindi and Nepali. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DECLARATION:** I hereby declare that the above said matter is true and accurate to the best of my