

**SACHIN**

**SACHIN.373442@2freemail.com**

**CAREER OBJECTIVE:**

Obtain a position of office administrator in reputed company where I can use my skills and experience in the best possible way for achieving the organizational goals.

**WORK EXPERIANCE**:

**Everest Trading Centre - Kathmandu, Nepal**

**Administrative Assistant**

8th June 2015 to 7th July 2017

**Profile:**

* Maintains office operations by receiving and distributing communications; maintaining supplies and equipment; picking-up and delivering items; serving customers.
* Serves customers by backing-up receptionist; answering questions; forwarding messages; confirming customer orders; keeping customers informed of order status.
* Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments
* Manage workflow by assigning tasks to other administrative employees daily, ensuring that deadlines are met and work is completed correctly.
* Assist in training staff members and new hires.
* Answer incoming calls and assume other receptionist duties when needed.

**KEY SKILLS AND COMPETENCIES:**

* Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel.
* Detail oriented and comfortable working in a fast-paced office environment.
* Superior organization skills and dedication to completing projects in a timely manner.
* Exceptional communication skills.
* Able to manage stress timely and effectively.
* Expert in handling office equipment.
* Proven written and verbal communication skills in English.
* A collaborative approach to team working.

**ACADEMIC QUALIFICATION:**

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| --- | --- | --- | --- |
| Level | University/Board | Year | Division |
| Master of Business Studies (MBS) | Tribhuvan University (TU) | 2016 | First |
| Bachelor of Business Studies (BBS) | Tribhuvan University (TU) | 2012 | First |
| +2 in Management | Higher Secondary Education Board (HSEB) | 2008 | First |
| School Leaving Certificate (SLC) | Government of Nepal (GON) | 2006 | First |

 **ADDITIONAL QUALIFICATION:**

* Diploma in office package computer training at Zenith Education Promotion on 1st May 2015 which consists of:

MS-Word, MS-Excel, MS-Power Point, MS-Outlook, Web Services.

**PERSONAL DETAILS:**

Date of Birth : 5th January 1990

Language Known : English, Hindi, Nepali

Marital Status : Married

Nationality : Nepali

Gender : Male

Date of Expiry : 7 June 2027

Visa Status : Visit Visa