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**SHIVA**

E- Mail: [shiva.375612@2freemail.com](mailto:shiva.375612@2freemail.com)

**PROFESSIONAL SUMMARY**

A highly motivated and well organised administrative assistant with six years’ experience in a variety of office based environments. Thrives on providing solid and essential back up to key positions and projects. A calm head and meticulous eye for detail ensures that all duties are carried out to the highest standards and in allotted time frames.  Comfortable working as part of a team or independently with a focus on delivering quality administrative support on a continuous basis.

**AREA OF EXPERTISE**

* Microsoft office proficiency Quick learner
* QuickBooks expert Documentation
* Organization Front- Desk Reception
* Professional and mature Strong problem solver
* Self-directed Records Management
* Resourceful Dedicated team player

**WORK EXPERIENCE**

**Administrative Assistant (2 February 2017 to Present)**

**Wison Energy Engineering (Hongkong) Limited- Abu Dhabi, UAE**.

* + - * Performed various secretarial/clerical duties such as documenting, photocopying, mailing and organizing filling system.
      * Purchased office equipment and supplies –contacted vendors and sub-contractors.
      * Updating, processing and filing of all documents.
      * Responsible for providing training and orientation to new employees.
      * Took care of staff office space, weekly schedules, travels reports, work time sheets and office keys.
      * Greet numerous visitors, vendors, and interview candidates
      * Maintain and update employee database.

**Administrative Assistant (6 November 2014 to 30 January 2017)**

**All Seasons Catering Services - Ruwais, Abu Dhabi, UAE**.

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* + - * Managing and taking care of all the visitors & clients.
      * Ensuring all safety procedures, practices, and regulations followed in the office area.
      * Responsible for the maintenance and updating large client’s database.
      * Handling the various queries and complaints of clients & visitors.
      * Responsible for all documentation works.
      * Opened, sorted and distributed messages and correspondence.

**Administrative Assistant (6 June 2011 to 3 March 2013)**

**Coastal Trading and Engineering Co.W.L.L. -Doha, Qatar**

* + - * Supervising the work of office juniors and assigning work for them.
      * Updating and maintain the holiday, absence and training records of staffs.
      * Answering phones and dealing with initial enquires.
      * Ensuring smooth and efficient distribution of internal memos mails.
      * Creating, processing and distributing all staffs identity cards.
      * Managing the upkeep of photocopiers and fax machines and ensuring all machines were fully operational
      * Maintain and distribute staff weekly schedules.

**Administrative Assistant / Sales Assistant (11 November 2009 to 6 June 2010)**

**Home Grocery Supermarket & Department Store** – Lalitpur, Nepal.

* + - * Taking delivery of stock from suppliers or warehouse and storing appropriately.
      * Greet customers and ascertain what each customer wants or needs, without being overbearing.
      * Proper merchandising of goods as per suppliers requirements.
      * Inventory management & verification of supplier invoices for the departments.
      * Responsible for collection of bills and payments.
      * Working as part of team and assisting colleagues when necessary.
      * Organising and facilitating team members and managements meetings

**PERSONAL DETAILS**

Name : Shiva

Date of Birth : 30th OCT 1992

Gender : Male

Marital Status : Married

Nationality : Nepali

Languages : Nepali, English & Hindi

Height : 5'5"

**EDUCATION**

* School Leaving Certificate (SLC) : Year 2006
* Higher Secondary Education Board (+2) : Year 2008

**PASSPORT DETAILS**

Date of Issue : 30-7-2014

Date of Expiry : 29-7-2024

Place of Issue : Kathmandu, Nepal

I hereby declare that the above information is true to the best of my knowledge and belief.

This CV correctly describes myself, my qualifications, and my experiences.

Thanking you

Shiva