**SUMMARY**

Human Resources professional with over four years of experience assisting with and fulfilling organization staffing needs and requirements. I have been responsible for full cycle of recruitment and on-boarding as well as aware of all the intricacies of this work. Dependable and organized team player with the ability to communicate effectively and efficiently. Works to create a positive working environment and keep company’s records in line with regulatory guidelines.

**WORK HISTORY**

**HR ADMINISTRATIVE COORDINATOR**

June 2018 – March 2019

*Kathmandu*

* Provided office services by implementing administrative systems, procedures, and policies.
* Evaluated incoming and outgoing correspondence and prepares responses as appropriate.
* Accomplished department and organization mission by completing related results as needed.
* Developed and execute recruiting plans for clients to interview for final selection.
* Advised top management on appropriate employee’s corrective actions.
* Managed all of the screening, hiring, and training procedures to prepare new employees for their responsibilities and inform them of company policies, procedures and goals.
* Screening candidates and drawing up shortlists of candidates for final selection.
* Provided information by answering questions and requests.
* Managed and kept track of employee benefits.
* Updated employee records in company database.
* Composed and prepared written documentation and correspondence for the office.
* Monitored organization policies and recommended changes if required.
* Resolved administrative problems by analyzing information, identifying and communication solutions.

**ASSISTANT OFFICER – HR MOBILIZATION CELL** *Doha, Qatar*

* Managed all the employee personal files, company legal documents etc., as per company standard.
* Prepared Demand Letter and setup documents with attestation are shared to agencies upon authorized signature.
* Worked closely with colleagues and seniors in each department to create strong team environment.
* Source, screen, shortlist CV’s as per company requirement for relevant department.
* Interview Evaluation forms of selected candidates are filled completely by self and panel member.

1. [Gulfjobseeker-393101@2freemail.com](mailto:Gulfjobseeker-393101@2freemail.com) UAE: Visit Visa

**SKILLS AND KNOWLEDGE**



* Recruiting
* Sourcing
* Selection
* Team work
* Succession planning
* Employee mobilization
* Interviewing expertise
* Training and development
* Communication
* Typing speed
* Time management
* Employee relation
* Performance appraisal
* Administration activities

**DETAILS**



Date of Birth: 30.03.1986

Nationality: Nepali

Gender: Male

Languages Known: English, Hindi

**EDUCATION**



**WIGAN AND LEIGH COLLEGE**

2009 – 2011

U.K. University

*Master of Business Administration Percentage: 75*

**DHARAN COLLEGE OF MANAGEMENT**

2004 – 2008 Purwanchal University

*Bachelor of Business Administration Grade sheet: 2.77*

**TECHINICAL SUMMARY**



* Microsoft word
* Vlookup
* Pivot table
* PowerPoint
* Tally
* Outlook
* Excel
* Telephonic, Skype conversation with shortlisted candidates for reviewing communication skills, experience, competency, salary expectation and availability.
* Issued of final Employment Offer to candidates upon all signatures.
* Compiling and update employee records (hard and soft copies).
* Uploads candidate’s details in EIP system as well as manual application for visa process upon received of complete documents from recruitment agencies.
* Documents are processed through PRO for hiring of local sponsor applicant.
* Participated in various candidates’ selections and prepared an efficient interviewing schedule.
* Coordinated with site administration for airport pickup including the arrangement of accommodation, advance salary, food for new employees.
* Updated, maintained, and filed all sensitive information in an accessible and organized way; guaranteed the protection of employees by keeping all records confidential and secure.
* Communicated with public services when necessary.
* Updated day-to-day master files from recruiting to joining of workmen.
* Prepared weekly and overall monthly report of each project site, and submitted to HR manager.
* General Administration department book the ticket request sent by HRMC for newly joiner.
* Workmen joining details are provided to the concern site and recruitment agencies.
* Employee’s tracking system and visas details are kept up to date.
* Properly handled complaints and grievances procedures.
* Reporting skills, maintaining workmen files, oral and verbal communication.
* Processed incoming mails.
* Perform other duties as assigned.

**OFFICER**

November 2011 – November 2012

*Kathmandu*

* Coordinated through emails and by telephonic for new clients to build relations.
* Informed new clients to get company’s system under regulatory guidelines.
* System was provided to agent for the payment transaction when requested by the customer.
* Day to day running of the master files and system operation.
* Solved all types of employee queries and doubts.
* Worked closely with account department and details are provided as required.
* Various reporting responsibilities as needed.
* Updated client’s records in company database.
* Participated in meeting and discuss about the future procedures.

**SALES & MARKETING**

April 2010 – January 2011

*Kathmandu*

* Developed and maintained positive relationships with customers.
* Consistently increased revenue throughout tenure.
* Handled the task of preparing reports on a daily basis.
* Meeting up clients for promoting company’s service.
* Program by star band every week for entertaining hotel guest.
* Assisted people with needed and handle telephonic conversation.

**Sr. EXECUTIVE ASSISTANT**

January 2007 – June 2009

*Dharan, Sunsari*

* Accomplished of work given by senior level.
* Solved all types of employee queries and doubts.
* Prompt response to customers queries with solutions.
* Computerized record files and makes transactions with customers.

**ADDITIONAL EXPERIENCE**

* Worked as an Intern in Himalayan Bank Limited for 2 months.
* Worked as an Intern in Standard Chartered Bank Nepal Limited for 2 months.
* Worked as Miteri Bank Limited promoter, door-to-door local market for 2 weeks.
* Worked as a Marketing distributor of "Nexus" Magazine.

**EXTRA CURRICULAR ACTIVITIES, CERTIFICATION AND AWARDS**

* Participated in “General Office Safety Awareness” in Larsen and Toubro Limited, Qatar
* Attended “Soft Skills & Attitudinal Transformation” Cutting Edge Camp, WLC College
* Winner in sports like Football, Cricket, Quiz, Carremboard and Fitness.
* Conducted Charity programs to raise benefits for needy people.
* Participated in ethnic cultural awareness programs.
* Organized blood donation and vaccination campaigns.

**GRADUATION PROJECT**

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| --- | --- | --- |
| Company Name | : | Standard Chartered Bank Nepal Limited/ Himalayan Bank Limited |
| Project Title | : | Customer Service Department |
| Brief Description | : | Deposit account of the bank and their current situation on deposit scenario |