

CURRICULUM VITAE

Niwash Shrestha

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Email: shresthaneos@gmail.com

Permanent Address : Mechinagar, Mechinagr 4, Jhapa, Nepal

Summary:

Results-driven and highly motivated professional with a proven track of record of success in Administration. Offering a diverse skill set encompassing data analysis, communication, application management, project management. Known for improving efficiency and fostering team collaboration. Adept at Microsoft, Adobe and Excel with a keen eye for detail and a commitment to delivering high-quality results. My ability to troubleshoot challenges, coupled with a proactive approach to problem-solving, allows me to contribute effectively to the achievement of organizational goals.

Education:

Higher education: Kakarvitta Multiple Campus

Board: NEB

Start date: 2018

Completion date: 2020

Concentrations: Management

Grade: 2.9 CGPA

School Living Certificate (SEE): Vidhya Vikash Academy

Completion: 2018

Grade: 3.20 GPA

WORKING EXPERIENCE:

Administrative Officer

CIC Education Hub

Kathmandu, Nepal

WWW.ciceducationhub.com

From 10th Aug 2021 to 6th Sep 2024

Duties & Responsibilities:

- Oversee day-to-day office operations and ensure smooth functioning
- Implement and maintain efficient filing and record-keeping systems
- Manage email correspondence and other forms of communication
- Act as a liaison between different departments and teams
- Prepare financial reports and summaries
- Oversee the implementation and maintenance of office technology
- Propose and implement solutions to improve efficiency
- Interact with clients and vendors

Administrative Assistant

Elephant Hotel and Resort

Jhapa, Nepal

From 11th July 2020 to 11th May 2021

Duties & Responsibilities:

- **Customer service:**
Greet and assist visitors, clients, or customers in a professional and friendly manner
- **Administrative support:**
Perform general administrative tasks, such as data entry, filing, and document preparation
- **Communication:**
Handle and redirect internal and external communication efficiently
- **Multitasking:**
Handle multiple tasks simultaneously, such as answering phones while assisting visitors

EXTRA QUALIFICATION

- **Computer Basic Course**
(Ms. Word, Excel, Power Point, E-mail & Internet, Adobe)
- **English Language Proficiency Test**
IELTS: 6.5(6)
(Reading-7.5, Listening-6.5, Speaking -6.5, Writing-6)

SKILLS:

- Operational Management
- Compliance and Quality Assurance
- Customer Service Excellence
- Project Management
- Financial Management
- Multitasking and Time Management
- CRM
- Risk Management
- Leadership and Team Management

Languages:

Fluent in Nepali, Hindi and English