**Aaditya Rajbhandari**

51-01 39th Ave Apt O31, Sunnyside, NY 11104 | (917) 514-2113 | [aadityany1@gmail.com](mailto:aadityany1@gmail.com)

Experienced administrator who creates positive customer relationships through timely and professional outreach while motivating and supporting team members.

**WORK EXPERIENCE**

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| **Assistant Manager, February 2016 – April 2020** | **L’Arte del Gelato – Wholesale,** Long Island City, NY |

* Supervised a team of 15 employees, tracked productivity, scheduled shifts, allocated duties, and managed general operations of the factory.
* Primary point of contact for over 100 customers, 25 vendors and other clients; addressed any complaints or enquiries.
* Prepared and verified external and internal communication documents, updated upper management on daily factory affairs and assisted the production manager in regular productions.
* Reviewed actual sales and expenses to identify trends and to compare them with planned budget goals; collaborated with the production manager to decrease variances.
* Produced finance and budget related documents such as balance sheet, income statement and cash flow report.
* Resolved any quality control issues, problems on the production line and maintained regulatory compliance, and safety guidelines to establish a safe and effective work environment.
* Punctually completed inventory calculations, ensured procurement of necessary resources, and recorded the data into accounting software.

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| **Office Assistant Intern, June 2014 – February 2016** | **College Now at BMCC,** New York, NY |

* Kept student records up to date.
* Answered phone calls and greeted visitors.
* Aided students and parents to access information about the program.
* Performed varied clerical duties in coordination with the assistant director.

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| **Computer Lab Assistant,**  **June 2013 – February 2014** | **The City College of New York,** New York, NY |

* Assisted the computer lab users with installing and using software programs, printing documents and helped with certain hardware issues.

**RELEVANT SKILLS**

* Trilingual (English/Nepali/Hindi)
* Understanding of multi-line conferencing
* Accounting Software (QuickBooks)
* Data Entry
* Proficient in Microsoft Office and Google Drive
* Python

**EDUCATION**

The City College of New York | Bachelor of Science in Applied Mathematics | February 2014