

Aashish Lama

Bhaisepati, Lalitpur, Nepal

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Education

Tribhuvan University, Nepal

Bachelor in Business Administration (BBA) – Ongoing

Aggregate CGPA: 3.20+ (+2)

Work Experience

Senior Admin Officer – Techminds Network Ltd, Lalitpur

Jul 17, 2024 – Present

- Overseeing day-to-day administrative functions across multiple departments.
- Coordinating with regional offices for smooth operation and compliance.
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HRMS Officer – Techminds Network Ltd, Lalitpur

Nov 12, 2022 – Jul 16, 2024

- Implemented and managed the organization's HRMS system including attendance, payroll, and leave modules.
Provided HR data analytics and reporting support to senior management.

Executive Assistant – Techminds Network Ltd, Lalitpur

Jul 30, 2021 – Nov 11, 2022

- Supported executive team in daily scheduling, correspondence, and document management.
- Managed inter-departmental communication and follow-up actions.

HR/Admin Assistant – Lama Apparel, Kathmandu

Oct 12, 2019 – Jul 15, 2021

- Assisted in recruitment and onboarding processes for new employees.
- Handled inventory management and procurement activities.

**Operation Assistant – Speedy Tourism & Travels Pvt Ltd,
Kathmandu (Sep 2017 – Sep 19, 2019)**

- Coordinated logistics and travel arrangements for clients and corporate events.
- Maintained operational data and handled customer service queries.

**Data Entry Associate NIDC Capital (now Laxmi Sunrise Bank)
Kathmandu, Nepal (May 2017 – Sep 2021)**

- Accurately recorded and verified retail and institutional investor applications for IPO allotments using internal systems and ASBA platforms.
- Coordinated with share registrars and issue managers to ensure error-free data submission and timely processing of IPO applications.

Skills

Office Operations Management, Team Coordination & Supervision, Project Support & Workflow Planning, Vendor & Client Relationship Management, Resource Allocation & Budget Monitoring, Communication & Departmental Coordination, Administrative & HR Skills, Procurement & Inventory Skills

Achievements

- Successfully led HRMS system implementation across organization
- Recognized for operational efficiency during internal audits
- Played a key coordination role in cross-branch administrative setup

Languages

Nepali (Native), English (Fluent), Hindi (Fluent)