

Bishal Gaire

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I'm Bishal Gaire, a 20-year-old male originally from Nepal, currently living and studying in Scotland. I believe in living with integrity and approach every new learning opportunity with enthusiasm. Since my school days as a class representative, I have been passionate about leading projects that truly impact the community. At 19, I founded community oriented organization - 'Link a Job', an organization dedicated to simplifying the job search process for youths and others in my community, eliminating unnecessary fees and ensuring fair pay for all, with zero funds by collaborating with 'Province Youth Council' View Website . Alongside my team, I also organized various short courses aimed at enhancing employment opportunities. Additionally, I established ROBAJ Investment Portal(For learning motive and not a company), an investment portal designed to support newly launched startups by providing essential funding View Website . I also introduced ROBAJ Cards in the business community of my area, utilizing NFC technology to enable easy sharing of personal and professional information with a simple tap to a smartphone View Website. These projects and experiences have equipped me with essential skills that are vital for daily operations in any organization.

Personal Website

EXPERIENCE

Office Administrator

Link A Job

At 'Link A Job' I successfully managed office operations, ensuring efficiency and productivity. My key responsibilities included:

- Business Operations Management: Oversaw day-to-day activities, ensuring smooth office workflows and operational efficiency.
- Administrative Support: Handled documentation, record-keeping, invoicing, and correspondence to maintain organized operations.
- Financial & Budget Management: Managed expenses, processed invoices, tracked cash flow, and ensured financial stability.
- HR & Team Coordination: Recruited, onboarded, and managed employees while fostering a productive work environment.
- Office Organization & Compliance: Ensured proper office setup, maintained supplies, and adhered to business regulations.
- Technology & Systems Management: Implemented and maintained office software, communication tools, and CRM systems.
- Client & Vendor Relations: Maintained professional relationships with clients, suppliers, and service providers for seamless operations.

Customer Service Assistant

Edinburgh

All Fav Ltd

Nov, 2024 - Feb, 2025

As a Server/ Customer Service Assistant

- I Delivered friendly, attentive service to customers in a busy restaurant, ensuring a positive and welcoming experience for all.
- Handled customer queries and resolved issues promptly and professionally, maintaining a calm and polite manner in high-pressure situations.
- Took and processed food orders accurately, demonstrating attention to detail and effective communication skills.
- Maintained cleanliness and organisation of the front counter and dining area, following health and safety standards—skills directly transferable to maintaining a tidy and orderly .
- Worked collaboratively with team members and management to ensure smooth daily operations.

EDUCATION

Undergraduate Degree In Business Management with Digital Marketing

Scotland

Queen Margaret University

Sep, 2024 - Present

High School

Tilottama, Nepal

Horizon Gautam Buddha Secondary School

Sep, 2021 - Oct, 2023

Scored 3.57 GPA out of 4 with the majors of Accountancy, Marketing, Social and Life Skill Education , Hotel Management and other Compulsory subjects (Medium of Instruction-English). Additionally, served as a captain during the High School.

School Level (10)

Tilottama, Nepal

Dawn Childrens English School

May, 2019 - Aug, 2021

Scored 3.40 GPA out of 4 with majors in Optional Mathematics, Science and other compulsory subjects. (Medium of Instruction-English)

PROJECTS

Basic Level Web Designing

I had developed a basic level of website for a UK based Barber shop during my learning of Basic web designing.

<https://www.topgeebarbers.co.uk/>

TRAINING/CERTIFICATIONS

Critical Psychology

2024

The Open University

MS-OFFICE (Short Course)

2024

OHSC (Oxford Home Study Centre)

Practicing Food Safety, Sanitation, And Hygiene At Home

2024

The International Association for Chemical SafetyTM (IACS) and The Knights of Safety Academy

Accountancy Training

2022

Horizon Gautam Buddha Secondary School (ISO:9001-2015)

Fundamentals of Digital Marketing

2023

Google

Advanced English as a Second Language

2024

Saylor.Org

English Proficiency (IELTS)

2023

British Council

Health and Safety Level 1, Disability Awareness, Mental Wellness, First Aid Awareness, Diversity Inclusion and Equity & Creating Great Guest Experiences

- Flow Learning by Mapal

I have completed specialized training in several key areas including Health and Safety Level 1, Disability Awareness, Mental Wellness, First Aid Awareness, Diversity, Inclusion and Equity, and Creating Great Guest Experiences. These courses have equipped me with comprehensive skills to enhance workplace safety, support inclusivity, and ensure exceptional guest interactions.

[View Certificates](#)

AWARDS

Best Problem Solving Idea Award

Butwal Nepal

STEAM Challenge

2019

Won the best problem solving award on a National Level STEMAM challenge organized by 'BHASIWA' in collaboration with 'Nepal Ministry of Education Science and Technology, Tech for Nepal, Kings College-UK, Robotics Association of Nepal, VEDA, Karkhana-Asia and many more Organizations '

Changemaker Youth Award

Butwal , Nepal

Province Youth Council

2024

Awarded the Changemaker Youth Award for leading positive change and helping solve community issues using digital media and technology.

SKILLS

Administrative skills, Digital Marketing, Meticulous (Attention to Details), Networking, Problem solving, Technology Proficiency, Basic Psychology Analysis, Communication, Adaptability, Collaborative, Time management, Canva, Microsoft Office

LANGUAGE

Nepali, English, Hindi, Maitheli (Listening), Spanish (Learning)

REFERENCES

Govinda KC - *Vice-President*

Province Youth Council

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