



SUSAN KHATIWADA

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❖ **PROFESSIONAL SUMMARY**

Dedicated professional with a teaching background, currently working as a counselor and documentation officer. Known for creating inclusive learning environments and providing valuable guidance. Skillful at careful record-keeping and efficient administrative tasks. Ready to bring a continuous balance of educational and organizational skills to contribute to team. Organized simultaneous office functions and direct administrative personnel to meet needs of professionals. Performance-oriented and driven with in-depth understanding of budgets, payroll and office organization needs. Skillfully coordinate resources and administrative support to keep operations smooth and boost team productivity. Excellent team player with positive attitude. Possess good time management & organization skills. Career oriented, hardworking & organizational skills. Quick learner & ability to learn new concepts.

❖ **EMPLOYMENT HISTORY**

Goes Educational Consultancy - Kathmandu,

Counselor and Documentation Officer

December 2022 - Current

- Developed and maintained document control processes and procedures.
- Reviewed and updated existing documentation to ensure accuracy and compliance with regulations.
- Maintained records of document versions and tracked changes made over time.
- Maintained documents by managing files following established procedures.
- Specialize in guiding students through the complex and transformative journey of higher education.
- Provide comprehensive counseling, assist with the details of application processes, and ensure that documentation is faultless.
- Empower students to make informed decisions about their academic and career paths, ultimately helping them achieve their dreams

Sankhu Palubari Community School - Kathmandu

Lower Secondary School Teacher

January 2018 - November 2022

- Developed and implemented lesson plans for students.
- Facilitated small group instruction for reading and writing activities.
- Conducted assessments to evaluate student progress and development.
- Utilized positive reinforcement strategies to motivate student learning.
- Established a safe and productive classroom environment.
- Maintained positive classroom culture through behavior management techniques.

❖ EDUCATION AND TRAINING

- **Sakwo Campus, Kathmandu**

Bachelors in Business Studies (BBS), 2021 A.D

- **St. Lawrence Secondary School, Kathmandu**

Higher Secondary Education, Business Management, 2016

- **Splendid Valley English School, Kathmandu**

School Leaving Certificate, 2014

❖ SKILLS

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|------------------------------------|----------------------------------|
| - Care Planning | - Office Administration |
| - Counseling | - Communication Skills |
| - Accounting | - MS Word |
| - MS Excel | - PowerPoint |
| - Bookkeeping | - Database administration |
| - Documentation and control | |

❖ LANGUAGE PROFICIENCY

Nepali: First Language

English: Advanced (C1)

Hindi: Upper Intermediate (B2)