

Dila Bhattarai


Assistant / Receptionist

Profile

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on more responsibilities to meet team goals , along with being skilled in customer service with a strong foundation in operation management .

Personal details

 bhattaraidila843@gmail.com

 +9779846945512

 Buddhanagar
44600 Kathmandu


 Female

 Nepali

Skills

Customer service skills 

Communication skills 

Knowledge regarding
Logistic and supply chain
process 

Problem solving skills 

Basic course regarding
Microsoft software 

Languages

English 

Nepali 

Hindi 

Education

Bachelor in Business Studies Jun 2019 - Jun 2024

Mirmee Multiple Campus, Syangja

Course work in Account , Economic

School Leaving Certificate (+2) Jul 2017 - May 2019

Mirmee Multiple Campus, Syangja

Course work in Business Management.

Employment

Assistant Mar 2022 - Nov 2024

Buddha Courier Pvt.Ltd, Newroad, Kathmandu

- Overseeing daily operations
- Managing and supervising drivers courier and warehouse staff
- Optimising delivery routes
- Co-ordinate with other departments like sales and customer service
- Tracking expenses and reducing operational cost
- Analysing performance data and report KPIs
- Handling customer queries and complaints

Internships

Customer Service Desk Jan 2021 - Apr 2021

Prime Commercial Bank Ltd, Kaligandaki , Syangja

During internship period I have learned and performed various duties and responsibilities in following area of the branch :

- Customer Service Desk
- Credit

References

Aanand Kumar Kohar

Buddha Courier Pvt.Ltd, Newroad, Kathmandu

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