



SARITA DHUNGANA

Human Resource
Coordinator



Phone
+9779849021098



Email
dhunganasarita6@gmail.com



Location
Gokarneshwor-06 , Kathmandu

+ SUMMARY

Dynamic and adaptable professional with a diverse background in agriculture administration, retail management, and human resources. Experienced in coordinating HR functions including recruitment, onboarding, employee records management, and administrative support, while also delivering exceptional front office and customer service operations. Proven ability to adapt quickly to new roles and responsibilities, with strong organizational, communication, and interpersonal skills. Currently seeking to leverage hands-on HR experience and cross-functional knowledge to grow in a dedicated human resources role.

+ EDUCATION

Bachelor In Arts

Gramin Adarsha Multiple Campus / Kathmandu / December, 2018 - March, 2023

Higher Secondary

Gyanjyoti Higher Secondary School / Nuwakot / July, 2016 - October, 2018

Diploma in Agriculture (Plant Science)

Emerald Technical School / Kathmandu / June, 2016 - April, 2018

SLC

Gyanjyoti Higher Secondary School / Nuwakot / May, 2012 - June, 2016

+ WORK EXPERIENCE

+ SKILLS

- Customer Relationship Management ● ● ● ● ●
- Team Work ● ● ● ● ●
- Communication ● ● ● ● ●
- Time management ● ● ● ● ●
- Microsoft Office Word and Excel ● ● ● ● ●
- Problem solving ● ● ● ● ●
- Retail Sales and customer service ● ● ● ● ●
- Negotiation Skills ● ● ● ● ●
- Decision making ● ● ● ● ●
- Marketing and Promotion ● ● ● ● ●
- Documentation and record keeping ● ● ● ● ●
- Human Resources Management ● ● ● ● ●
- Front Desk Handling ● ● ● ● ●

+ LANGUAGE

- Nepali ● ● ● ● ●
- English ● ● ● ● ●
- Hindi ● ● ● ● ●

+ REFERENCES

Gyanendra Giri

Kispang Rural Municipality / Agricultural Department
Head

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gyanendragiri3g@gmail.com

Marketing Representative

Krijan Multipurpose Cooperative Limited / Kathmandu / April, 2019 - November, 2020

- Promoted financial products and services
- Acquired and managed client relationships
- Assisted in loan processing and customer inquiries
- Conducted market research and competitor analysis

Junior Agriculture Technician

Kispang Rural Municipality / Nuwakot / March, 2021 - April, 2024

- Provide agricultural extension services to local farmers, including guidance on modern farming practices and crop management techniques.
- Conduct soil tests and offer tailored recommendations for soil improvement strategies to optimize crop yields.
- Organize and lead training sessions and workshops to educate farmers on best agricultural practices and technologies.
- Facilitate market access for rural farmers and promote value-addition initiatives to increase the market value of agricultural products.
- Engage with local communities and stakeholders to understand their agricultural needs and priorities and mobilize community participation in rural development initiatives.

Retail Sales Manager

P Square Fancy Store / Kathmandu / May, 2024 - December, 2024

- Managed daily store operations and customer service
- Handled sales, inventory management, and stock replenishment
- Assisted customers in product selection and maintained relationships
- Managed cash transactions and bookkeeping
- Oversaw supplier coordination and purchase orders

Satya Raj Joshi

Kispang Rural Municipality / Computer Operator

+9779851219810

satyarajjoshi@gmail.com

Makhamali Banjara

P Square Fancy Store / Owner

+9779860477957

pbanjara2233@gmail.com

Human Resource Coordinator and Front Office Executive

iBoss Global Life International Pvt.Ltd. / Kathmandu /
December, 2024 - Present

- Handled end-to-end recruitment and onboarding processes.
- Maintained employee records and supported payroll coordination.
- Managed front desk operations and client interactions.
- Assisted in organizing meetings, interviews, and HR activities.
- Ensured smooth day-to-day office and HR administrative functions.