

AASHISH LAMA

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Professional Summary

Multidisciplinary HR and Admin professional with over 7 years of experience managing human resources, office administration, and operational coordination. Skilled in handling multi-branch SIP communication systems, telecom subscriptions (NTC & NCELL) for over 500 employees, and ensuring seamless office setup and CCTV security systems. Experienced in document handling, procurement, facility management, and supporting both executive and field operations.

Education

Bachelor of Business Studies (BBS), Tribhuvan University, Nepal (Currently Studying) CGPA: 3.20+

Certifications

- Oracle HCM Cloud Foundation – Oracle (March 2025)
- Project Application of Generative AI for Project Managers – PMI (March 2025)

Skills

Administrative & HR Operations:

- SIP Line & CUG Telecom Management
- Attendance, Leave & Payroll Handling
- HRMS & Biometric Integration
- Office Setup & Branch Support
- CCTV & Surveillance Coordination
- Vendor Coordination & Procurement
- Document Control & Filing
- TADA, Overtime & Grievance Handling
- Event Support & Internal Communication

Software Proficiency:

- Oracle HCM Cloud
- Microsoft Office (Word, Excel, PowerPoint)
- Google Workspace
- HRIS & ERP Systems

- Biometric Attendance Systems
- Digital Documentation Tools

Professional Experience

Senior Admin Officer (Corporate Office)

Techminds Network Ltd – Lalitpur, Nepal | July 17, 2024 – Present

- Led SIP communication line setup and interconnectivity for over 73 branch offices.
- Managed telecom subscriptions (NTC & NCELL) for 500+ employees, including SIM card issuance and CUG activation.
- Oversaw CCTV installation and surveillance systems across corporate and regional locations.
- Handled office setup and renovations including IT systems, furniture, and branding.
- Ensured smooth internal communication via SIP, voice lines, and official email channels.
- Processed TADA advances and settlements in coordination with HR and Finance.
- Coordinated branding material dispatches, inventory, and logistics for events.

HRMS Officer (Corporate Office)

Techminds Network Ltd – Lalitpur, Nepal | November 12, 2022 – July 16, 2024

- Administered HRMS for 700+ staff, ensuring real-time data for attendance, shifts, and payroll.
- Maintained biometric systems and synced data with leave and payroll modules.
- Trained department heads in leave policies and system use.
- Assisted in audits by providing verified reports and documents.

Executive Assistant

Techminds Network Ltd – Lalitpur, Nepal | July 30, 2021 – November 11, 2022

- Managed executive calendars, meetings, and travel logistics.
- Prepared reports, HR letters, and documentation.
- Supported HR with onboarding and record-keeping.
- Handled interdepartmental task follow-ups and coordination.

HR/Admin Assistant

Lama Apparel – Kathmandu, Nepal | October 12, 2019 – July 15, 2021

- Managed payroll via Global IME Bank for 100+ employees.
- Maintained attendance, overtime, and leave records.
- Assisted in recruitment and staff documentation.
- Procured uniforms, ID cards, and office supplies.

Operation Assistant

Speedy Tourism & Travels – Kathmandu, Nepal | (September 2017 – September 19, 2019)

- Coordinated transportation and accommodations for clients.
- Managed booking and customer support operations.
- Liaised with vendors for service delivery.
- Supported finance with reconciliation and reporting.

Data Entry Associate

NIDC Capital (now Laxmi Sunrise Bank) – Kathmandu, Nepal | May 2017 – September 2021

- Entered IPO data accurately into internal systems.
- Verified documentation for ASBA submissions.
- Maintained data confidentiality and submission timelines.
- Assisted team during peak IPO application periods.

Languages

Nepali – Native

English – Fluent

Hindi – Fluent

References

Available upon request.