POOJA POKHAREL

3448 64th street, Woodside, New York 11377

poojapokharel07@gmail.com

Cell Phone: -562-685-6572

**Objective**

Looking for office assistant job

**Education**

**Diploma in Accounting (Jan 2009- Dec 2010)**

International Institute of Business & Information Technology, Sydney, Australia

**Higher Secondary Level in Accounting (Jun 2004- Jul 2006)**

New Capital Higher Secondary School, Chitwan, Nepal

**Professional Experience**

***06-2012 to 01-2013 STYLES OF INDIA USA***

***Office assistant:***

Activities: Managing store work with managers. Control the business with daily requirements. Business marketing and customer greeting works are done on time basis. Taking control of customer, employees and all the others works are highly performed.

***01- 2012 to 05- 2012 BOTANI TRIMMING, NYC USA***

***Office Assistant:***

Activities: Functioning full level of activates with manager to run the business in daily basis; Inventories controlling, ordering and making all data entries into system. Daily reports of business, cash flows, and other activities are responsibly performed. Select materials needed to complete work assignments. Store completed documents in appropriate locations

***01-2009 – 12- 2010 THE VILLAGE GROCER, SYDNEY Australia***

**Office assistant:** Activities: Receiving phone calls, filling records, account payable, preparing daily reports, preparing schedule and other office duties etc.

***08- 2006 – 10- 2008 SUBHA SHREE PRINTING PRESS Nepal***

**Office assistant**

Activities: Greeting customers, handling phone calls, receiving work orders, handling invoice, tracking of orders and finalization of work are highly performed.

**References**

References are available upon request.