

SHIBAA ADHIKARI
Jorpati,Kahmandu
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Profile:

Organized and detail-oriented Admin Officer with 1 year of experience providing administrative support in a fast-paced office environment. Proficient in Microsoft Office Suite and experience with various office management software programs. Skilled in scheduling appointments, coordinating meetings, and managing office procedures. Demonstrated ability to work collaboratively with team members and maintain positive relationships with clients and vendors. Strong written and verbal communication skills with a proactive and customer-focused approach. Committed to delivering high-quality work and meeting project deadlines.

Education:

Bachelor of Computer Application (Running 6th sem)

Experience:

Business Planner

Crupee Software Development Pvt.ltd

Baluwatar,Kathmandu

March 31st 2022 to now

Skills:

- ✓ Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)
- ✓ Excellent organizational and time management skills
- ✓ Strong written and verbal communication skills
- ✓ Experience with scheduling appointments and meetings
- ✓ Ability to manage and prioritize multiple tasks
- ✓ Knowledge of office management procedures and equipment
- ✓ Strong attention to detail
- ✓ Experience with creating business proposal , technical documentation
- ✓ Provide support to the executive team as needed

Extra-Curricular

- ✓ Information System Workshop
- ✓ National Campaign against Cancer
- ✓ Agent4change