

Contact

www.linkedin.com/in/aarju-dangol-7115a1246 (LinkedIn)

Top Skills

Customer Insight

Customer Research

Customer Experience

aarju dangol

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Lalitpur District, Nepal

Experience

Pratham Trade Line Pvt Ltd

Administrative Office Assistant

November 2023 - May 2025 (1 year 7 months)

Tahachal Kathmandu

Managed billing operations in the FMCG sector, handled letter of credit (LC) documentation, processed cheque deposits, and coordinated with sales associates to ensure smooth financial and sales operations.

Zoom dental clinic Pvt Ltd

Administrative Assistant

November 2022 - October 2023 (1 year)

Kathmandu, Bāgmatī, Nepal

Zoom Dental Clinic

Front Desk Attendant

June 2021 - July 2022 (1 year 2 months)

Kathmandu, Bāgmatī, Nepal

Education

Campion College

Bachelor of Business Studies, Business, Management, Marketing, and Related Support Services