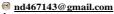
Nisha Kumari

Senior Office Assistant

© +9779824868828

ttp://linkedin.com/in/nisha-kumari-10465a279?trk=contact-info

Chhireshwornath-5, Dhanusha, Nepal (Postal code: 45600)



Female, Married





PROFESSIONAL SUMMARY

Motivated and detail-oriented business administration student with foundational knowledge in management, marketing, and financial analysis. Eager to apply academic skills to real-world challenges and contribute to organizational success through dedication and a strong work ethic.

EXPERIENCE

Senior Office Assistant

Radhe Traders

01/2022 - Present

Chhireshwornath, Dhanusha, Nepal

Radhe Traders is a leading provider of premium-quality tiles, marble, and sanitary-items, dedicated to transforming spaces into modern, stylish, and functional environments.

- Boosted annual revenue by 30% through strategic product expansion, online marketing campaigns, and SEO optimization.
- Successfully delivered 500+ residential and commercial projects, building a loyal client base of 100+ architects and contractors
- · Optimized inventory and logistics, achieving a 98% on-time delivery rate and reducing stock turnover time by 25%
- · Processed and managed large volumes of data with 100% accuracy for product catalogs, sales records, and inventory management
- Achieved a 95% customer satisfaction rate and resolved 98% of client issues within 24 hours
- Enhanced regional reach by 25%, leveraging digital ads and entering 5+ new markets through targeted online marketing strategies

EDUCATION

Bachelor in Business Administration (BBA)

Tribhuvan University

2021 - Present Nepal Kist College Of Management, Kathmandu, Nepal

4 Years of Academic Program (Last Semester Running)

School Leaving Certificate (Grade XI & Grade XII)

National Examination Board

2019 - 2020

2019 - 2020 Nepal Everest Secondary School, Sarlahi, Nepal

2 Years of Academic Program

Secondary Education (Grade X)

National Examination Board

2018 Nepal Gyan Jyoti Awasiya Viidhyalaya, Hariwon, Sarlahi, Nepal

13 Years of Academic Program

KEY ACHIEVEMENTS

Letter of Appreciation from Radhe Traders

Excellent Data Keeping & Customer Services

❖ Letter of Appreciation from Kist College of Management

Volunteer at the Seminar for SEE students

SKILLS

Technical skills

Microsoft Office, Data Analysis, Various Computer Applications Software, Data Entry, Excel & Google Sheets, Email

Teamwork and Collaboration Skills

Adaptable, Social, Dynamic, Team Working

Communication & interpersonal Skills

Written Communication, Verbal communication Active Listening, Conflict resolution, Team working, leadership, motivation, Decision Making, Customer service, adaptability, dynamic & responsibility

Learning Skills

Quick learner, Active Participations, Self-Motivations, ResearchSkills, Critical Thinking

Time Management and Organizational Skills

Task Management, Executing Deadlines, Working in chain

CERTIFICATIONS

Statistical Package for Social Service

Kist College of Management, Kathmandu, Nepal

LANGUAGES

English Advanced	••••
Nepali Native	•••••
Hindi Proficient	••••

REFERENCES

Mr. Dipesh Dhakal

Senior Relationship Manager-Commercial & Industrial at Laxmi Sunrise Bank Ltd, Corporate office, Kathmandu, Nepal Mobile No: +9779851133940 Email:

dipeshdhakal039@gmail.com

Mr. Rajiv Kumar Jha

Branch Manager at Laxmi Sunrise Bank Limited, Rajbiraj Branch, Nepal

Mobile No: +9779854029808 Email: rajiv.jha64@gmail.com