

Nisha Kumari

Senior Office Assistant

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

nd467143@gmail.com

Female, Married

Date of Birth: 9 Jan 2001



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 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 Command

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
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