

ROMA BOMREL

CONTACT

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- 📍 Yogikuti, Butwal

PROFILE SUMMARY

Experienced in managing front desk operations, greeting visitors, and handling multi-line phone systems. Ensuring smooth daily office functions by coordinating meetings, managing schedules, and providing top-notch customer service. Reliable in maintaining friendly and welcoming environment for clients and colleagues alike. Responsible, passionate about delivering outstanding quality and service.

EDUCATION

2020-2022
KALIKA MANOVGYAN SCHOOL

- Management

2023- 2027
KALIKA MANOVGYAN SCHOOL

- Bachelor of Business Management
- Currently on 2nd year

SKILLS

- Client event planning
- Calm under pressure
- Open and clear communicator
- Business operations understanding

LANGUAGES

- English: Intermediate
- Nepali: Fluent
- Hindi: Intermediate

WORK EXPERIENCE

Silicon Education Butwal
Receptionist for 8months

- Captured and processed client information, entering data into online systems for wider company use.
- Filed and maintained invoices, customer records and other paperwork to facilitate ease of retrieval.
- Directed clerical tasks, including copying, faxing and file management.
- Maintained clean and orderly reception area to impress and welcome visitors.
- Answered and directed incoming calls to relevant staff members using multi-line telephone system.

Bitters room cafe
Barista intern for 3months

- Specialized in making fresh coffee, espresso drinks, and brewed teas.
- Maintained clean and organised workspaces, enabling coworkers to easily locate resources and products.
- Received and accurately processed customer payments.
- Managed inventory by efficiently receiving new orders.