**Parbati Khadka**

Email: parbatikhadka  
Phone: 986969703  
Address: Gothatar,ktm

**Professional Summary**

Detail-oriented and highly organized Documentation Officer with more than 1 and half years of experience in consultancy. Adept at managing and organizing large volumes of documents, ensuring accuracy and compliance with regulations. Proven ability to work collaboratively in fast-paced environments and support cross-functional teams. Seeking to leverage expertise in documentation and organizational skills in a challenging new role.

**Professional Experience**

**Documentation Officer**  
Topnotch Consultancy, putalisadak kathmandu

* Managed the preparation, editing, and distribution of various documents including reports, proposals, and client correspondence.
* Developed and maintained a comprehensive filing system to ensure easy retrieval and secure storage of both physical and electronic documents.
* Collaborated with project managers and team members to gather necessary information and ensure timely completion of documentation tasks.
* Conducted regular audits of document control processes to identify areas for improvement and implement best practices.
* Ensured all documents complied with company standards and industry regulations.
* Trained and supervised junior staff on documentation procedures and software.

**Education**

Bachelor’s in business administration(BBA)  
Pokhara University  
 2020– [Month/Year]

**Skills**

* Document Management
* Data Entry
* MS Office Suite (Word, Excel, PowerPoint)
* Photoshop
* Document Control Software (e.g., SharePoint, Documentum)
* Strong Organizational Skills
* Attention to Detail
* Excellent Communication Skills
* Time Management
* Team Collaboration

**Certifications**

* Certified Document Controller (CDC) – [Issuing Organization], [Year]
* [Any Other Relevant Certification] – [Issuing Organization], [Year]

**Professional Development**

* [Any relevant training or courses attended]

**Languages**

* English (Fluent)
* [Other Languages Spoken]

**References**

Available upon request.