**Sunaina Shahi**

Address: Ombahal, Kathmandu

Date of Birth: 29/01/1992

Mobile no: 9860006633

Email: sunainashahi12@gmail.com

**Objectives**

To secure a challenging position in a reputable organization where my qualification, knowledge and skills enables me to contribute to administrative and financial objectives and become a valuable employee in an organization.

**Work Experience**

**2016/12 – 2022/07** **Administrations Officer**

**Meditron International .Pvt .Ltd, Putalisadak**

* + - * Correspondence
      * Checking and Submitting Electronic Tenders
      * Organizing a filling system for important & confidential company documents
      * Forwarding all correspondence such as letters & packages to staffs
      * Posting job using different job portal, newspapers
      * Screening the resume and short listing the proper candidates that matches the requirements
      * Scheduling interviews
      * Preparing samples & promotional materials for filed officer
      * Keeping records about the courier
      * Handle administrative request and queries
      * Preparing memos, letter and other documents
      * Monitoring and maintaining office equipments and inventory supplies, order supplies as needed

**2015/09- 2016/11** **Administrations Officer**

**Global Education & Human Resource Pvt .Ltd,** **Bagbazar**

* + - Arranging the documentation
    - Online form fill up
    - Handling the mails
    - Handling the work related to the banks
    - Keeping records about students

**Academic Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Major** | **Year** | **College/ School** | **Board** |
| Masters | MBS | Thesis Remaining | Nepal Mega College | Tribhuwan University |
| Bachelors | BBS | 2012-2015 | Nepal Mega College | Tribhuwan University |
| Intermediate | HSEB | 2010-2012 | Jubilant College |  |
| S.L.C |  | 2010 | Arniko Boarding School |  |

**Trainings**

* Web Designing at I.T College
* Intern at Kist Bank
* Tally at Milestone Institution

**Technical Proficiencies**

* Microsoft Word, Excel, PowerPoint
* Email &internet

**Soft Skills**

* Time Management
* Hardworking
* Positive Attitude & Well Discipline
* Active Listening
* Fast Learner
* Team Work

**Personal Details**

Name: Sunaina Shahi

Date of Birth: 29/01/1992(2048/10/15)

Permanent Address: Ombahal, Kathmandu

Gender: Female

Nationality: Nepali

Marital Status: Single

Mobile no: 9860006633

Email: sunainashahi12@gmail.com