



Education Qualification

- **Bachelor of Business Administration (BBA) Degree**
- COMPUTER OPERATOR –Distention
- Tally ERP 9.3.2
- **Monitoring labors hours by the Software of EPHR (ePROMIS) & Time Count software (Version-6.03).**

Learning, training and development programs

- Graphic Designing (Adobe Photoshop, Adobe Image Ready, Illustrator CS & Page Maker)
- Tally ERP 9.3.2
- Anchoring and Leadership training
- Monitoring labors hours by the Software of EPHR (ePROMIS) & Time Count software (Version-6.03).
- Radio Anchoring & Basic Journalist Training
- Authorized License for written
- Trainer of Youth Management & Leadership Development Training

Carrier Objectives

To seek a challenging position which will allow to me apply my knowledge and skills while learning on the job and help me to achieve the highest level of success. I wish to work with a dynamic company with a committed work force and the latest technology and wish to improve my Skill which I can use for the development of the company and my colleagues. I have an attitude for learning new things and improvising.

Core competencies / Skills

- Excellent communication and social skills.
- Able to work in tight deadlines and under pressure.
- Strong will power to face new challenges.
- Quick learner & to carry out multitask perfectly.
- Good interpersonal and communication skills and ability to adopt in new environment quickly.
- Ability to work in team & Ability to take leadership and manage diverse team.
- Skills of report and proposal writing & excellent presentation skills.
- Attentive in work, proper handling and innovative & Kindhearted.
- Dedicated and punctual on Duties.
- Positive, loving and caring Attitude & Cheerful and charming personality.

Personal Summary

A multi skilled, reliable, talented, young & dynamic person with a proven ability to assist the management in achieving its goals. A quick learner who can absorb new ideas and can implement them by communicating clearly and effectively to all levels of the organization.

Career Details (UAE Experience- 8 Years)

Period	Organization, Location	Roles
Oct 2022 – Sep 2023	Carlisle Contracting LLC - UAE (Working in Midfield Terminal Building Project - Abu Dhabi International Airport)	Senior HR & Admin Officer
Jan 2019 – Sep 2022	Building Co. Best LLC - UAE (Working in Al Jada Block J- Phase 1, 2 & 3 Muweilah, Sharjah & Gardenia Residential D50 Dubai Hills State Project-Dubai)	Senior HR & Admin Officer
Jan 2016 – Jan 2019	Emirates Falcon Electromechanical Company (Worked in Louvre Project (Museum-Abu Dhabi) & West Yas Residential-1017 Villas Project -Abu Dhabi, Akoya Oxygen 1296 Villas & Wasl Tower 2020 Project-Dubai)	Senior HR & Admin Officer
Dec 2010 – Dec 2015	Family Planning Association of Nepal (SRH-especially, Migrant People ANC/PNC, FP, Safe Abortion, Youth Education, STI & HIV information & Counseling)	Field Officer
Oct 2014–Nov 2015	Friendly Society – Nepal (Worked in office administration department assisting Admin Officer in documentation & filling)	Admin Assistant/Data Entry
July 2013–Sep 2014	Friendly Society – Nepal	Computer Operator
Feb 2012–May 2013	Friendly Society – Nepal (Equity & Access program for conducted for 3 months during the project of F.Y 2013/2014)	Social Mobilizer

Achievement:

- **Emergency First Aid at work (DCAS) Course awarded and completed from First Aid International Awarded Date 06-08-2022 and Expire Date 05-08-2024.**
- **Fire Safety Fundamentals and Proper Use of Fire Extinguisher (Level 1) from Al Salama Fire Safety Training LLC Dubai UAE Date Awarded 25- 11-2021 Expire within 2 years from Awarded Date.**

Computer proficiency

- File Management System
- Microsoft word, excel, PPT, Outlook Express Publisher E-mail & Internet
- Confident internet user & project Work
- Illustrative report making
- Windows XP / 9X
- MS-Office 2000 / XP

Language proficiency

- English- Excellent
- Hindi- Excellent
- Nepali-Excellent
- Urdu-Average
- Arabic-Working Knowledge

Duties and Responsibilities

- Supports company operations by maintaining office systems and supervising staff.
- Maintains office services by organizing office operations and procedures, preparing payroll, controlling correspondence, designing filing systems, reviewing and approving supply requisitions, and assigning and monitoring clerical functions.
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Designs and implements office policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments.
- Completes operational requirements by scheduling and assigning employees and following up on work results.
- Keeps management informed by reviewing and analyzing special reports, summarizing information, and identifying trends.
- Maintains office staff by recruiting, selecting, orienting, and training employees.
- Maintains office staff job results by coaching, counselling, and disciplining employees, and planning, monitoring, and appraising job results.
- Achieves financial objectives by preparing an annual budget, scheduling expenditures, analyzing variances and initiating corrective actions.
- Dealing with daily enquiries via post, phone and email and directing queries to the relevant member of staff or department.
- Sorting and distributing incoming post daily.
- Providing general administrative support, such as paperwork, data entry, scanning, photocopying, printing, and faxing.
- Managing and organizing our filing and record system.
- Monitoring office supplies and ordering and distributing new supplies as needed.
- Taking accurate minutes at meetings, typing up and distributing to staff
- Completing all administrative processes and procedures in adherence to company standards and policy.
- Supporting members of staff with workload and tasks as requested.
- Observing labor laws and employment legislation across the entire company
- Analyzing and interpreting data to create reports
- Managing recruitment, selection and promotion processes
- Preparing job descriptions, contractual terms and conditions of employment
- Managing payroll and pensions
- Managing employee relations, including facilitating mediation of disputes and dealing with issues like bullying and harassment
- Preparing, planning and assigning work
- Analyzing staffing needs to determine training and development requirements
- Tracking and managing employee absence records
- Manage daily administrative operations of the office and assist all units in resolving problems related to the day-to-day operations;
- Supervise the work of in-house cleaners to ensure that the office is kept clean and pleasant at all times;
- Organize, assign and supervise the work of administrative support staff;
- Oversee the management of office supplies and stationery and ensure replenishment;
- Ensure that administrative office procedures and established standards are adhered to and maintained in all aspects of work;
- Manage administrative issues to do with security and safety of residences of internationally and regionally recruited staff and the office;
- Maintain comprehensive information on all AGRA vehicles including necessary documentation relating to ownership and registration, ensuring that all vehicles are insured and service schedules adhered to;

Personal Information

- DOB: 04-05-1996
- Marital Status: Single (Unmarried)
- Passport No.: 09044423 P-NPL
- Nationality: Nepal
- Permanent Add:
PALHINANDAN 3 KUSHMA
DISTRICT - NAWALPARASI
PROVINCE LUMBINI – NEPAL
- Phone – 009779867044724
- Present Add:
**PALHINANDAN 3 KUSHMA
DISTRICT - NAWALPARASI
PROVINCE LUMBINI – NEPAL**

References

**Reference will be furnished
on demand**

Duties and Responsibilities

- Record fuel costs of all vehicles according to the established system and ensures proper utilization and that fuel deposits are replenished in good time;
- Ensure that all vehicles are supplied with all statutory items;
- Arrange for any maintenance work that needs to be carried out in the office;
- Ensure comprehensive general risk insurance for the office is taken and claims are handled as appropriate by the agencies
- Ensure efficient service provision for in-house meetings by the administrative support staff
- Assist Management in implementation and achievement of their goals and target.
- Assisted Project manager to manage up to 250 staffs plus 2500 labors.
- Controlled payroll, all legal and office documents of labor & staff at site.
- Monitoring labor hours by the Software of EPHR & Time Count software (Version-6.03). Allocates the work force (Both staff & labor) to various Site/Location/Supervisor as instructed by the Project Manager.
- To keep the records of findings and hardcopies as per the office procedure.
- Collects allocation sheets from site in-charges & gives to QS Dept. for Cost coding.
- Approves the OT as per the overtime's sheet signed & approved by Project Manager.
- Maintained proper records of employees proceeding on leave, absconded, resigned & terminated etc.
- To upload site plans and documents through I conics.
- Preparing monthly salary card and attendance report for head office.
- Converted manual punching system into digital system (face recognition system and thump punching system)
- Scheduling vacations and break times for labors without affecting the work progress.
- Review Booking of Man hours against cost code.
- Post Paid/unpaid leave in track & File medical certificates in track.
- File leave Authorization form/update in track & Correction of cost codes.
- Generate report (daily man hours for supervisors, Employees absent Report).
- Update sick leave, daily time sheet, file folder etc.
- Printing of updated Blank Manual Time sheet for foreman, Gen. Foreman, supervisor.
- Compiled employees' time and production records, using calculator or computer.
- Reviewed timesheets, work charts, and timecards for completeness.
- Computed total time worked by employees, using calculator and computer, posts time worked to master timesheet, and routes timesheet to payroll department.
- Calculated time worked and units produced by piece-work or bonus work employees, using calculator or computer, and designated Time Checker or Work Checker.
- Located workers on jobs at various times to verify attendance of workers listed on daily spotsheet and be designated Spotter.
- Interview employees to discuss hours worked and pay adjustments to be made and be designated Pay Agent.
- Good knowledge of Electronic Time Attendance (Face & Finger tech.) System.

Declaration/Certification

My experiences provided me an excellent platform to develop my carrier and kept me abreast with knowledge of latest technology and wish to improve my Skill through various on job. It is my earnest request that I may kindly be given a chance to attend an interview and test to prove myself. In return, I offer my sincere and dedicated hard work.