

Hari Krishna Basnet



Experience

Admin assistant (shine multiple cooperative)

July 2017- Aug 2020

- Manage the communication between customers and company
- Handle staff route and document to the respective department
- Posting daily data and transaction

Store assistant (allied enterprises LLC Dubai Mall)

- Maintain receipts, records and withdrawals of store
- Entry of purchase, sells, costs and expenses

Admin assistant (SAFRAN aero systems services middle east)

- Maintain files records for project document in electronic storage
- scan document tasks and maintain effective filing system
- Handel office tasks via mail and email

Education

High school (2019)

Bright Future School (Kathmandu, Nepal)

Faculty (Business Management) 2.44 GPA)

Bachelor(Enrolling)

Nest Academy of Management Education

(UAE)

Board Bolton university

Profile

I am a dynamic, goal-oriented individual person. Where I want to develop a mature and responsible approach to any task I take on. In addition, I am looking for a challenging position in reputable organization where I can use my education, experience and skills to achieve the goal of company.

Contact

 DUBAI
Internet, City

 +971545956795

 harriskrishnabasnet1234@gmail.com

Skills

- MS Word, Power point, MS Excel
- Interpersonal skills and critical thinking
- Good communication skills
- Computer knowledge

Languages

English (Advanced)

Hindi (Speak)

Nepali

I hereby declare that all the facts given here are true to my knowledge.