



ANISH KHADKA

Cell no: +971- 56 139 3526

E-mail: anishkhadka.np@gmail.com

LinkedIn: [linkedin.com/in/anishkhadka](https://www.linkedin.com/in/anishkhadka)

Country: Dubai, United Arab Emirates

Nationality: Nepalese

Marital Status: Unmarried

Professional Profile

A highly organized, cheerful, and motivated graduate holder youth seeking an opportunity with dedicated years of experiences and skills in coordinating administrative, financial, technical, customer service tasks for reputed organizations. Held several responsibilities including the development of financial reports while conducting administrative-related tasks contributing to meet the needs and objectives of the organizations and outside stakeholders with full determination and support.

Academic Qualifications

Professional Qualification in Business Management leading to MBA, (2021 - In progress)

NEST Academy of Management Education, Dubai (UAE)

Bachelor of Business Studies, (2015 - 2019)

Universal College, Nepal (Affiliated to Tribhuvan University)

Intermediate, (2010 - 2012)

SOS Hermann Gmeiner Higher Secondary School, Nepal (Affiliated to Higher Secondary Education Board)

Professional Experiences

Yeti Airlines Pvt. Ltd.

Finance Assistant

September 26, 2019 – February 19, 2021

- ❖ Responsible for all vendor-related payments and daily accounting entries through the use of Navision software.
- ❖ Trusted with depositing cash and cheques in the bank as well as provide and delegate funds to various individuals and branches of the company.
- ❖ Prepared financial documents & vouchers, Telegraphic Transfers (TT) to foreign parties for transactions of services and spare parts of fleets.
- ❖ Coordination with all the airport stations throughout the country to ensure smooth operation.

Inter Party Women's Alliance "Norwegian Embassy Project"

Finance Assistant

April 1, 2018 – April 30, 2019

- ❖ Selected to assist in making financial statements, necessary travel arrangements, logistic arrangements, and keeping records of ledgers and vouchers.
- ❖ Prepared financial reports and disseminated essential information throughout the organization.
- ❖ Coordinated the logistics for workshops, seminars, and training while simultaneously overseeing the financials.

Kathmandu Columbus School

Administrative Assistant

November 5, 2016 – March 31, 2018

- ❖ Collaborated with upper-level management to manage general administrative works including logistics and communications.
- ❖ Simultaneously assisted with human resource-related work including admitting students, counseling guardians, and visitors.

- ❖ Accountable for customer relations and information provision. Provided an in-depth account of all hotel proceedings and features, while driving customer bookings.
- ❖ Utilized software to manage all hotel daily operations throughout all hotel staff and teams.
- ❖ Trusted with managing cash receivables and payable.
- ❖ Conducted internal and external communications to ensure timely reception and managing of over 100 guests for events.

Guided and helped students on various IT-related topics. Responsible for inter-student relations to ensure classes were well managed and facilitated needed as well as high-quality courses.

- ❖ Trusted with facilitating classes to three different sections of students.
- ❖ Responsible for overseeing the development of 45 and more students.

- ❖ Assisted the Minister in handling office-related tasks.
- ❖ Selected to coordinate the handling of high-ranking officials through the management of logistics.
- ❖ Guaranteed the timely submission of confidential documents and conversations from internal and external sources.

Participations

- ❖ Blood Donation - Yeti Airlines Pvt. Ltd.
- ❖ Youth Conference - Kathmandu Youth Conclave
- ❖ Blood Donation Program - Universal Community Club
- ❖ World Down Syndrome Day - Down's Syndrome Association Nepal (DSAN)
- ❖ Nepal/Australia Hand in Hand Build Program - Habitat for Humanity-Nepal (HFH-N)
- ❖ Blood Donation - NSC blood camp V2.0, Summiteers Information Technology Society (SITS) in association with Nepal Red Cross Society
- ❖ Strategic Leadership Conference - Nepal Speakers Bureau

Qualities

- | | |
|-----------------------------------|---------------------|
| ❖ Motivation | ❖ Teamwork |
| ❖ Communication | ❖ Negotiation |
| ❖ Leadership | ❖ Problem-solving |
| ❖ Organization | ❖ Pressure handling |
| ❖ Commercial and social awareness | ❖ Confidence |

Language Commands

- ❖ English – Excellent (written and spoken)
- ❖ Hindi – Excellent (written and spoken)
- ❖ Nepali – Excellent (written and spoken)

Interests and Hobbies

- | | |
|---------------------|----------------------|
| ❖ Community Service | ❖ Singing |
| ❖ Traveling | ❖ Cooking |
| ❖ Sports | ❖ Making new friends |