CONTACT

+977542945366

susantimalsina6@gmail.com

Sharooq Land 2, Dubailand , Dubai

EDUCATION

Higher Secondary

Apex Academy / Chitwan, Nepal / June, 2016 - May, 2018

SKILLS

- Leadership skills
- Communication skills
- Analytical Thinking
- Strategic Planning
- Marketing Insights
- Problem-Solving:
- Team Work
- Time management
- Technological Proficiency

LANGUAGE

English ●●●●○

Hindi ●●●●○

Nepali(Native) ●●●●●

SUSAN TIMALSINA

Office Assistant

Organized and reliable Office Assistant with experience in handling documents, managing records, and supporting daily office tasks. Skilled in scheduling, communication, and maintaining a smooth office workflow. Proficient in office software, coordinating meetings, and managing office supplies. Known for attention to detail, multitasking, and providing excellent administrative support.

ACHIEVEMENTS

Driving License

Successfully obtained a UAE Driving License in 2020, demonstrating knowledge of road safety regulations and traffic laws. Proficient in driving a variety of vehicles with a strong focus on responsible and safe driving.

License Details:
LMV
ISSUE DATE 26/01/2020
EXPIRY DATE 26/01/2027

Visa Status:
Independent Visa
EXPIRY DATE 26/10/2026

EXPERIENCE

Office Assistant

Alpha Tours LLC / Dubai / March, 2018 - August, 2022

A highly organized and efficient Office Assistant with strong administrative skills and a proven ability to support daily office operations. In the past, I worked as an Office Assistant at Alpha Tours in Dubai, where I gained experience in managing schedules, handling communications, maintaining filing systems, and performing data entry tasks. Adept at working with office software, including MS Office Suite, and managing office supplies. Known for excellent communication and problem-solving abilities, with a keen attention to detail and the ability to maintain a positive and productive work environment.

Responsibilities:

- Prepared standard documents for distribution to internal and external departments as per department requirements. This included photocopying, collating, scanning, faxing, laminating, binding, etc.
- Maintained general logs or standard reports as per department requirements, forwarding or obtaining management approval where required. Ensured information was accurate and up to date, including basic data entry for timekeeping, forms, applications, etc.
- Maintained files as per department requirements, ensuring filing was organized and up to date, discarding or recycling outdated documents outside of the storage period.
- Ensured hardware assets were in working order (photocopier, telephones, fax, etc.).
- Ordered and maintained office stationery supplies, keeping logs of all transactions.
- Provided routine services, including typing, tracking appointments, and contacting clients, as well as providing general office administration assistance. Updated section staff members on various issues such as meetings, interviews, tests, etc.
- Provided driving services for department heads and maintained the company vehicle.