

Vivek Dhimal

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CAREER OBJECTIVE

Seeking a position to utilize my skills and abilities in an organization to leverage extensive knowledge of employee relations, business and positive communication in a customer-focused position that works directly with clients and ensures a positive experience.

PROFESSIONAL EXPERIENCE

Assistant- Human Resources (March, 2021- Present)

Websurfer Nepal Communication Pvt. Ltd

Dhumbarahi, Kathmandu

- Proficient with HRIS software- Nimble
- Calculating overtime/meal allowance/TA.
- Documentation of old and new employees.
- Designing ID card and distributing to the employees.
- Overseeing the attendance and preparing the letters for the staff.
- Assisting payroll calculations and adjusting the required balances.
- Assisting the manager for the preparation of any organizational programs.
- Support the management of disciplinary and grievance issues.
- Calculating Provident fund, gratuity, TADA and CIT.
- Assisting manager while conducting interviews.

Admin Assistant-Human Resources (April, 2019- February, 2021)

Global Key Technology Pvt. Ltd. - (REECHARGER), Durbarmarg, Nepal

- Proper documentation of old and new staffs.
- Making Travel arrangements for employees.
- Arranging meetings with clients.
- Ensuring proper Customer and vendor relation.
- Provide guidance to staff in resolving issues and problems.
- Developing and implementing action plans for achieving production target.
- Performing other related administrative duties as assigned by the concerned authority.

Other duties include:

- Online sales execution & overview of the social media platforms
- Online order confirmation via app or Facebook or Instagram.
- Photo editing, social media R&D along with Customer support.
- Maintaining sales report, Order maintenance, Customer relation development
- Logistic management, Relation & development with vendors and uploading new products in app dashboard.

Senior Courier Controller (February, 2017 – February, 2019)
Yamori Couriers, Harrow HA1 1BD, United Kingdom
(Offshore office at Biratnagar, Kathmandu, Nepal)

- Dealing with the U.K. Clients to get the jobs from them and allocating the confirmed jobs to our driver in the U.K.
- Performing the jobs according to their confirmed details as well as to handle and manage the sales and customers enquiries.

ADDITIONAL SKILLS

- Proficient with Adobe Photoshop.
- Experience with Google Suite and Microsoft tools. (Proficient with MS-Excel, MS-Word, MS-PowerPoint, Outlook and Google drive)

ACADEMIC QUALIFICATION

Course	University/Board	Year
Bachelors in Management	Purwanchal University	2017-2020
10+2	Lord Buddha H.S. School	2012-2016
SLC	Koshi Vidya Mandir	2010-2012

PERSONAL PROFILE

Date of Birth : 5th June, 1996
Temporary Address : Baneshwar, Kathmandu, Nepal
Permanent Address : Biratnagar-06, Nepal

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.

(Updated by Vivek Dhimal on 5th August, 2021)