SAROJ PAUDEL

FRESH GRADUATE

CONTACT

9816249599

paudelsha@gmail.com

Thesecretfacts.com

Chabahil, kathmandu

SKILLS

Content Marketing

SMM, SEM and SEO

Communication

Time management

Decision making

EDUCATION

BBA

ISMT College

2019-2023

63.39% (Upper Second Class Honour)

10 +2

Oxford Secondary School

2016 - 2018

2.79 CGPA

LANGUAGES

Nepali

Hindi

English

OBJECTIVE

To make a positive contribution as part of a dynamic and well-reputed organization. Bringing sound business acumen, coupled with strong technical, management, decision-making, and communication skills.

WORK EXPERIENCE

HR and Admin Assistant

Venus National college

May 2019 - Jun 2020

- Assist with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts.
- Schedule meetings, interviews, HR events and maintain agendas.
- Coordinate training sessions and seminars.
- Produce and submit reports on general HR activity.
- Process payroll and resolve any payroll errors.
- Serve as point of contact with benefit vendors and administrators.

DRIVING LICENSE

Two wheeler Yes

Four wheeler No

REFERENCE

Siwani Bhattarai (BBA Head Ismt College)= 9823792274
Krishna Gautam (Principal Venus National college)= 9851158681