

**CONTACT**

Name : **Ganga Prasad Timsina**

Date of Birth: 12-08-1987 (37 Yrs.)

Nationality: Nepali

Sex: Male

Civil Status: Married

Passport No:PA2616633

Driving license Status: Yes

**PERSONAL PROFILE**

* Profound Management skills and have the ability to respond quickly to the orders
* Good Interpersonal skills and can able to answer the queries of the employees
* Enthusiastic and goal oriented and have gold administration skills
* Written and verbal communication skills with which can efficiently communicate with the employees

**SKILLS**

**PROFESSIONAL QUALIFICATION**

* **TALLY ERP9**
* **MS Office**
* **Excel**

**ACADEMIC QUALIFICATION**

* 10+ Shri Adarsha Madhyamik Vidyalaya-Jhapa, Nepal
* To be able to render my services using the best of my knowledge and abilities, as well as to enrich those talents and experiences that I have acquired.

GANGA PRASAD TIMSINA

Gangatimsina169@gmail.com

**OBJECTIVE**

**EXPERIENCE**

**Accounts Assist.**

**Oilfield Projects Development Co. (From 2017 to 07-2024)**

**Key Responsibilities**

* Helping the larger financial staff and accountants.
* Adjusting accounts.
* Paying bills and processing payments.
* Setting up tax returns.
* Talking to customers and suppliers.
* Financial transactions processing.
* The creation of financial statements and reports.
* Online Bill Payment (Electricity bill & Ooredoo bills)
* Bank Related works (Tender bond, Performance bond & Bank request letter)

**Messenger / Office Assistant**

**PROFESSIONAL SECURITY SERVICES (From 2013 to 2016**)

**Key Responsibilities**

* Fetching, checking, and signing for parcels at their respective collection points.
* Taking special care to load the parcels into your bag or vehicle in a safe manner.
* Devising and choosing the most effective routes
* Transporting items to drop-off points.
* Answering recipients' questions about the delivery process.
* Ensuring that both yourself and the recipient sign all relevant documentation upon delivery.
* Checking to see that you have completed all work allocated for the day.
* Advising your line manager of deliveries that could not be fulfilled.
* Remaining friendly and helpful as you conduct your duties.
* Clarifying your scheduled and anticipated deliveries before each shift begins

**Housekeeping Supervisor**

**OTS Cleaning, Testing & Services Co. W.L.L. (March 2008 till December 2012)**

**Key Responsibilities**

* Train housekeepers on cleaning and maintenance tasks
* Oversee staff on a daily basis
* Check rooms and common areas, including stairways and lounge areas, for cleanliness
* Schedule shifts and arrange for replacements in cases of absence
* Establish and educate staff on cleanliness, tidiness and hygiene standards
* Motivate team members and resolve any issues that occur on the job
* Respond to customer complaints and special requests
* Monitor and replenish cleaning products stock including floor cleaner, bleach and rubber gloves
* Participate in large cleaning projects as required
* Ensure compliance with safety and sanitation policies in all areas

**DOCUMENT CONTROLLER / ACCOUNTS ASSIST**

Doha, Qatar



**EDUCATION**

+974 55723910