

Maniram Gautam

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Objective : Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background and ability to work well with people who will allow me to grow personally and professionally. I am self-motivated and able to work both independently and as collaborative team member.

Skills : Computer Proficiency
Windows Environment
Microsoft (Word, Excel and other)

Experience :
Chebli Machinery and Construction Co.
Receptionist/ Secretary/ Office supervisor
From August 13 2008 to Present

1. Preparing all reports needed by the company, weekly and monthly reports, Timekeeping reports, Coordinating with the procurement regarding to those all minor and generators to be rent or to be purchased, following up purchase order, preparing invoices, Quotation, delivery note. Prepare meeting agendas, attend meetings and record and transcribe minute. Complete work schedules, manage calendars and arrange appointments.
2. Entered data reports, verified and checked to ensure that the company is recording and reporting their information correctly and consistently. Operate office machines such as photocopiers, scanners, fax and personal computers etc.
3. Communicate with customers, employees and other individuals to questions, disseminate or explain information take orders and address complaints. Inventory and order materials, supplies and services
4. Custodian/Document controller of original document (passport, residence permit, driver license, vehicle registrations and other particular government related documents of expatriates), Filling and retrieving of records related to residence permit, passport, driver license etc.

5. Answering all incoming calls / emails and re-routing them to relevant parties. Meeting and greeting visitors ensuring they are signed in and inducted. Opening, distributing, collecting and taking the post. General administration duties, photocopying, filing etc. Dealing with any enquiries at the reception. Data entry onto internal systems. Reporting any problems to the office manager. Dealing with hospitality requirements. Ensuring that the reception area is tidy and clutter free. Monitoring stationary stock and reordering when required. Operating a computer system and switchboard.
6. Supervising the day to day activities of a team of 6 staff. Raising customer service levels & cutting costs. Organizing work load, allocating tasks, tasking team on a daily basis. Managing team and individual performance. Ensuring all administrative records is completed accurately. Ensure professionalism & high quality is continually maintained. Preparation of relevant reports and documents for senior managers. Identifying areas of the business where improvements can be made. Developing policies to create and maximize performance. Scheduling staffing levels, planning for holiday and weekend cover. Monitoring staff attendance and performance levels. Opening and closing the office premises. Involved in the recruitment & interviewing of new staff. Training of new staff & identifying training requirements of existing staff. Ensuring compliance with all relevant health and safety guidelines.

Communication

- Having a proven ability to plan, organize and control activities & staff.
- Ability to work under pressure and to targets.
- Disciplined approach & strong/effective communicator at all levels.
- Able to manage available resource to maximize productivity and efficiency.
- Having the ability to motivate people.
- Possessing a responsible attitude and also calm under pressure.

Education

Bachelor of Business book studies (B.B.S)
In Marketing
(Jana adarsha multiple campus)

Personal Background

Birthday : March 08, 1985
Birth place : Nepal
Civil Status : Married
Religion : Hindu

Character Reference

Available upon request

I hereby certify that the above information is true and correct to the best of my knowledge and beliefs.