



ABISHEK BHATTARAI

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OBJECTIVE

To integrate the professional qualifications, skills and work experience in Messenger & Office Assistant field with my personal interest for a challenging work ultimately leading to the value additions to the organizational goals

AREA OF INTEREST

➤ OFFICE ASSISTANT

PERSONAL DETAILS

Date of Birth: 03/11/1995
Sex: Male
Marital Status: Single
Nationality: Nepal
Passport: BA0168181
Issue Date: 04/08/2023
Expire on: 03/08/2033

LANGUAGES

English
Hindi
Nepali
Urdu

Looking for a suitable role of Office Assistant/Logistics where I can apply my skills, experience and academic qualification and give my best for the role I am appointed for.

Professional Work Experience

COMPANY: ASTRO ERA GENERAL TRADING LLC

Location: Bur Dubai - UAE.

Role: OFFICE ASSISTANT

Period: 01-11-2021 to present

Duties & Responsibilities

- Coordinating the maintenance and repair of office equipment.
- Helping the receptionist, secretaries, or other administrative assistants in performing their duties.
- Collecting and distributing couriers or parcels among employees and opening and sorting emails.
- Organize and control kitchen and office material storage, keeping track of material consumption
- Ensuring the safe and timely pick-up and delivery of shipments.
- Organizing and managing inventory, storage, and transportation.

COMPANY: SOUTH WAY TRADING LLC

Location: Bur Dubai-UAE.

Role: OFFICE ASSISTANT/MESSENGER

Period: 16-03-2016 to 30-10-2019

Duties & Responsibilities

- Determine destinations by referring to addresses on packages and documents
- Ensure that packages or messages are delivered in a time efficient manner
- Ensure that packages are ready for delivery by packing them in a safe manner
- Ensure that the delivery is done in a timely manner • Reconcile packages at recipient's location
- Maintain communication with destination and point of departure through radio or cell phone
- Ensure the highest degree of security of shipment
- Understand privacy rules and not tamper with package or document
- Maintain records of daily visits in the log book

Academic Qualification

B.B.S RUNNING NEPAL BOARD

+2 PASSED IN NEPAL BOARD

Declaration

I hereby declare that all details finished above are true to the best of my knowledge and belief