



DEEPIKA DHAKAL

MBA - HUMAN RESOURCES

SPONSOR VISA

CONTACT

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Al Raffa, Dubai

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EDUCATION

2019 - 2022

POKHARA UNIVERSITY

- Master of Business Administration

2014 - 2018

TRIBHUWAN UNIVERSITY

- Bachelor of Business Administration

SKILLS

- Microsoft Word, Excel, PowerPoint
- HRIS, Google Sheets & Docs
- Confidentiality
- Organizational skill
- Written & Communication skill
- Time management & ability to meet deadlines
- Task prioritization

LANGUAGES

- English
- Nepali
- Hindi

PROFILE

A hardworking, responsible, and highly motivated who is able to focus on goals and meet deadlines. She stands by these characteristics-Discipline, Time Competence, Commitment, and Integrity in her daily life.

A team player who works together with others to achieve a common goal and has the willingness to accept responsibilities and execute them with dedication.

WORK EXPERIENCE

Asal General Trading Company

FEB 2023 - MAY 2024

Human Resource Assistant

- Assisted in the recruitment process by scheduling candidate interviews and coordinating with recruitment agencies.
- Support onboarding: prepare offer letters, employment contracts, termination letters and overseeing credential collection.
- Maintained HRIS and ensured all employee documentation is accurate and up-to-date.
- Provided administrative support by scheduling meetings, updating calendars, organizing files, managing correspondence, and addressing employee inquiries.
- Maintained confidentiality to ensure critical and sensitive information, records, and reports.
- Ensured compliance with employment laws and regulations, maintaining adherence to legal standards in all HR operations.
- Contributed to the organization of employee engagement events and activities.

InfoDevelopers Pvt. Ltd

April 2021-June 2021

Human Resource Intern

- Scheduled interviews and assisted with the recruitment and interview process
- Worked on report writing of survey project conducted within the organization
- Maintained the HRIS system and drafted official letters related to the onboarding of employees