



ROZY BHANDARI

+971 0581426774
rozybhandari37@gmail.com
Al Ain, Abu Dhabi

EDUCATION

Post Graduate Diploma in School Counselling

Tribhuvan University
2022

Bachelor's Degree in Humanities & Social Science

Namuna College, Nepal
2018-2020

PROFESSIONAL SKILLS

- Document Management & Record-Keeping
- Customer Service & Relations
- Conflict Resolution & Problem-Solving
- Cognitive Behavioral Therapy
- Team Collaboration & Communication

LANGUAGE

English
Nepali
Hindi

PERSONAL DETAILS

Date of Birth : 10 Nov 1997
Nationality : Nepali
Marital Status : Married
Passport Number : PA011154

ABOUT ME

Energetic and ambitious social worker with a mature and responsible approach to tasks. Highly organized, self-motivated, and proficient in document management and customer service. Seeking to leverage my experience in office management and field research in a professional and dynamic environment.

WORK EXPERIENCE

Feb 2019 to March 2021
Satellite Nepal Pvt. Ltd.

Document Management Officer

- Maintained up-to-date document control records and ensured proper storage and tracking.
- Conducted document reviews for accuracy and completeness.
- Managed document control processes, ensuring adherence to procedures.

July 2022 to June 2024

Argonaut Education Consultancy Pvt. Ltd.

Front Desk Officer

- Created a welcoming atmosphere for clients and supported customer service functions.
- Coordinated with office managers for supply management and provided administrative support.
- Managed multi-line phone systems, answered inquiries, and routed calls efficiently.

Aug to Nov 2022

Mangal Mabhi Secondary School

Field Researcher Intern

- Facilitated counseling sessions for 10th-grade students addressing mental health and academic challenges.
- Promoted mental health awareness and worked to reduce stigma.