



## DEVIKA PANGENI POUDEL

### Career Objective:

A highly resourceful, flexible, innovative, and enthusiastic individual who possesses a considerable amount of knowledge quick learner who can absorb new ideas and is experienced in coordinating, planning and organizing a wide range of activities. well organized and excellent team player with a proven ability to work proactively in a complex and busy environment.

### Personal Details:

Date of Birth : 28/01/1998  
Gender : Female  
Marital Status : Married  
Language Known : English, Hindi & Nepali  
Visa Status : Own Visa

### Contact Information:

Mobile No : +971-562591804  
Email : pangeni.devika2020@gmail.com  
Address : Burdubai, Dubai, UAE

### Educational Qualification:

- Higher Secondary Level

### Computer Knowledge:

- Basic (MS Word, MS Excel, Email )

### Personal Strength & Skills:

- Excellent inter personal communication
- Strong desire and drive to achieve the goal whatever the adversities
- Optimistic, ability to work hard for long hours
- Listen to others and ask questions, understand written information
- Excellent written & verbal communication
- Can work under pressure & meet deadline.

## WORKING EXPERIENCE

### Office Girl

***Noha Buying & Selling of Real Estate L.L.C., Dubai, U.A.E.***  
***MAR 2023 to TILL THE DATE***

- Ensuring the cleanliness and tidiness of all office areas, including the pantry and meeting rooms.
- Assisting in setting up meeting rooms and preparing them for meetings, including arranging chairs, tables, and audio-visual equipment.
- Monitoring and replenishing office supplies, such as stationery, pantry items, and toiletries.
- Assisting in basic administrative tasks, such as photocopying, scanning, filing documents & data entry.
- Assisting in the preparation of refreshments for meetings and events.
- Reporting any maintenance or repair issues to the appropriate department.

### Cashier

***All Madina Exprees Hyapermarket, Sharjah, U.A.E.***  
***JAN 2023 to FEB 2023***

- Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations.
- Operating scanners, scales, cash registers, and other electronics.
- Balancing the cash register and generating reports for credit and debit sales.
- Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer.
- Processing refunds and exchanges, resolving complaints.

### Admin Assistant

***Sandhya Driving School , Butwal, Nepal***  
***JAN 2020 to MAY 2022***

- Greet and assist visitors.
- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Providing real-time scheduling support by booking appointments and preventing conflicts.
- Screening phone calls and routing callers to the appropriate party.
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Maintain polite and professional communication via phone, e-mail.