



JASON JIREL

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About Me

A challenging, attractive position commensurate with my qualification and experience. To work in accordance with my knowledge, skills and work effectively by providing high quality & standard service are on my way to the entire satisfaction and success of the company as well as to build up my career and quality.

Skills

- Document Management
- Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Typing Speed and Accuracy
- Customer Service
- Data Entry
- Reception Duties
- Multitasking
- Telephone Handling
- Attention to Detail
- Email & Correspondence Management
- Scheduling & Appointments
- Time Management
- Records Maintenance
- Critical Thinking
- Issue Resolution
- Compliance with Documentation Standards
- Team Collaboration
- Confidentiality
- Adaptability
- Archiving
- Billing and Invoicing
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Languages

English

Hindi

Experience

Documentation Officer 2022 - 2024

Origin Business Group – Australia (Work from home)

As a documentation officer, I am responsible for the documents related to a project or administrative support for a department within an organization. Preparing, maintaining, distributing, updating, and storing according to the organization's document management standards.

Sales Person 2022 - 2024

Eliora Fancy Store – Kathmandu (Own Business)

As a Salesman I greet and engage with customers, providing personalized assistance and styling advice based on their preferences and needs. Maintain an in-depth understanding of current inventory, including features, trends, and sizes, to effectively recommend products. Process purchases, handle cash or card transactions, and manage returns or exchanges efficiently.

Documentation Assistant 2021 - 2022

Radiant overseas Pvt Ltd -Kathmandu, Nepal

As a documentation assistant, I played a key role in organizing and managing documents to facilitate efficient workflows within the organization. With strong attention to detail and organizational skills, I ensured the accuracy, completeness, and accessibility of important records and files. Additionally, I supported team members in retrieving and processing documents as needed, contributing to the overall effectiveness of document management processes

Front Office Receptionist 2016 - 2018

Aryal International Hotel - Kathmandu

I am an experienced front office receptionist with a strong background in providing exceptional customer service and administrative support. Skilled in greeting visitors, managing phone calls, and coordinating office tasks efficiently. Proficient in multitasking and maintaining a professional and welcoming environment. Dedicated to ensuring smooth operations at the front desk and delivering positive experiences for clients and guests.

Education

Higher Secondary Education Board 2006 - 2010

Swapna Vatika Academy H S School, Kathmandu, Nepal

School Leaving Certificate(S.L.C) 2006

Nawa Shrijana English School, Kathmandu, Nepal