

MANISH SHRESTHA



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☎ 544033532

📍 Al Khawaneej 2, UAE

🚀 SKILLS

• Honest and hardworking • Quick learner and Reliable • Good communicator, Self-confidence & Discipline • Detail oriented & Efficient • Decision Maker • Well Mannered • Friendly and organized • An Eye for Detail • MS Office & Internet

👤 PERSONAL DETAILS

Date of Birth : 09/09/1999

Marital Status : Married

Nationality : Neplease

Religion : Christian

Passport : PA0001413

Gender : Male

📖 LANGUAGES

• English • Hindi • Nepali

🎯 OBJECTIVE

A suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills, and experiences. A place where an encourage and permitted to be an active participant as well vital contribution on the development of the company.

📁 EXPERIENCE

Office boy

2022/04/30 - 2024/12/25

Ejadah Assets Management LLC.

Duties and responsibilities

- Ensure cleanliness and tidiness of all office areas, including workstations, meeting rooms, and common areas.
- Monitor and replenish office supplies, including stationery, kitchen supplies, and toiletries.
- Assist in photocopying, scanning, and filing documents as required.
- Distribute internal and external correspondence and packages.
- Assist in setting up meeting rooms and preparing for meetings.
- Assist in arranging and serving refreshments during meetings and events.
- Ensure the pantry and kitchen areas are organized and well-stocked.
- Collect and distribute incoming mail and packages.
- Assist staff with minor administrative tasks as requested.
- Provide support during office events or functions.
- Proficient in making a variety of coffee types, including espresso, cappuccino, latte, and Turkish coffee.

🎓 EDUCATION

Management

2017

Arunodaya Secondary School Kathmandu

+2