



MANISH SHRESTHA

ADMINISTRATIVE OFFICER/
OPERATION ASSISTANT

About Me

Experienced administrative officer excels in workflow optimization, schedule management, and efficiency. Proficient in database management, communication, and problem-solving. Committed to delivering exceptional support for team success.

📞 0501029482

✉️ manishhshrestha2@gmail.com

📍 Dubai, U.A.E

Education

Bachelor in Business Administration

AWES Institute of Management Studies
Kathmandu, Nepal

Tribhuvan University
2012-2016

Skills

- Excellent Communication Skills
- Administration & Management
- Sales, Marketing & Hospitality
- Customer Handling
- Time Management
- Microsoft Suits
- Team Building & Leadership

Visa Status

Passport No: 09997016
Date Of Issue: 12-09-2016
Date Of Expiry: 11-09-2026
Visa Status: Own Visa

Experience

Administrative Officer

Feb 2022-Dec 2023

Annapura Cable Car, Nepal

- Guarantee efficient daily operations, oversee administrative personnel, and uphold a professional atmosphere.
- Manage documentation, communicate effectively, and organize meetings and schedules.
- Aid in HR activities, financial management, regulatory adherence, customer relations, and project assistance as required.

Administrative Officer

Shrestha Construction Company, Nepal *Sept 2018-Dec 2021*

- Ensure accurate and organized documentation of all construction projects, including contracts, permits, drawings, and correspondence
- Assist in the coordination of resources such as manpower, equipment, and materials needed for construction projects.
- Ensure compliance with regulatory requirements and obtain necessary permits and licenses for construction projects. Support financial management by tracking project expenses, processing invoices, and maintaining budgetary records
- Support to the construction team, including scheduling meetings, preparing meeting agendas and minutes, maintaining office supplies, and handling correspondence

Operation Assistant

Smart Grid Trading, Contracting, *Jan 2017-August 2018*
Cleaning and Hospitality, Qatar

- Organize cleaning schedules and coordinate tasks between staff and clients.
- Ensure high cleaning standards by inspecting work and providing feedback to staff.
- Assist with inventory management, client communication, and general office tasks.
- Serve as a point of contact for clients, addressing inquiries, concerns, and requests related to cleaning services.