



# RAJENDRA PANTA

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## PROFILE

I am hard-working, motivated and highly enthusiastic office administrator with more than ten years of work experience in business administration and project management. I am well organized and proactive in providing timely, efficient and accurate administrative support to office managers and able to establish good working relationship with different kinds of people.

## SKILLS

- Outstanding ability to produce consistently accurate results, multi-tasking and managing conflicts
- Strong communication, customer service organizational, administrative and analytical skills
- Excellent knowledge of MS-Word, Excel, Excess, Outlook, PowerPoint presentation, Photoshop, Email and internet, Microsoft Windows and DOS
- Excellent typing speed
- Excellent experience with data entry, files updating, document processing and PC troubleshooting
- Able to work well in teams and independently as per requirements
- Able to grasp attention to details and excellent stress management skills
- Valid home country's drivers license.
- Ability to work in a hostile and harsh environment
- Comfortable to do physical work and work in shifts
- Teamwork

## HOW TO REACH ME

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LinkedIn: <https://www.linkedin.com/in/rajendra-panta>

### **Founder/CEO, Panta Transportation and Logistics, Nepal** **January 2023 – July-2023**

- Responsible for phone calls, marketing and public relation
- Handle company registration, and overall company management
- Attend entrepreneurship meetings and seminar
- Handle and manage transportation orders, inventory and bank transactions

### **Administrator - Global Higher Secondary School, Nepal** **May 2020 – December -2022**

- Updating and reporting daily, weekly and monthly reports
- Monitoring inventory, office stock and ordering supplies as necessary
- Updating and maintaining the holidays, absence, training records and Salary of staffs
- Setting up and coordinating meetings and conferences
- Handling calls, correspondence and filing
- Updating, processing and filing office documents
- Managing and supervising warehouse and purchase orders

### **Office Administrator / Mail clerk - World Wide Language Resource, Afghanistan** **September 2016 - December 2019**

- Keep employees records, update daily reports, renewal base badge, LOA & visa
- Handle employee's salary, payroll and prepare work schedule sheet
- Maintain and record financial records, daily transactions and money drawers
- Handle, verify, sort and register various kinds of mails, delivery items and parcels
- Handle and store undelivered parcels, mails and documents
- Respond to complaints regarding mail theft, delivery problems and lost or damaged mail
- Answer calls and explain questions regarding mail regulations and procedures, postage rates, post office concerns
- Obtain signatures, written authorization for special delivery, weigh parcels, verify and affix correct format for delivery
- Transport mails to designated work stations for delivery
- Post announcements or government information on public bulletin board

### **Site HR Coordinator - Fluor, Afghanistan** **January 2012 - April 2015**

- Handling Afghan employee recruitment, escorting and training newly hired employees
- Managing, reporting and updating reports and employee details to management
- Handling employee payroll and salary distribution every 14 days
- Arranging and managing employee's documents and files and keeping shared drive
- Issue and order the employees PPE and office materials
- Managing and renewing each employee's base badge and annual medical report
- Managing employee time sheet in/out as per electrical payroll system-operations
- Assisting payroll system providing technical support and advice
- Arranging weekly meetings and department inspection for security managers

### **HR Administrator - Prime Project International, Iraq** **October 2009 - November 2011**

- Updating and reporting daily, weekly and monthly reports of employees and warehouse safety
- Processing, updating and renewal of all employees LOA, base badge and driving licenses
- Manage billeting for 3500 employees
- Handling employee payroll, working shifts, salary sheet distribution and monthly advances
- Deploy employees from PPI to KBR as per subcontract request
- Updating each EE's information accordingly on daily basis
- Answering phone calls, training employees, arranging meetings and briefings

## **Admin Specialist - Kellogg Brown & Root (KBR) Iraq**

**March 2008 - September 2009**

- Training and supervising new clerical and office staffs
- Maintaining and updating POC list for department's contract
- Maintaining warehouse, stores and record area in neat and orderly fashion
- Documenting and handling transportation and storage of hazardous materials
- Managing and handling employee's working hours sheet
- Updating employee issues on database, submitting and ordering reports for management
- Retrieving corporate documents, records and reports
- Resolving a range of administrative problems and inquiries, escorting visitors and answering calls

## **Data Entry Operator - Ekata Computer Center, Nepal**

**March 2007 - December 2007**

- Monitoring inventory, office stock and ordering supplies as necessary
- Updating and maintaining the holidays, absence and training records of staffs
- Setting up and coordinating meetings and conferences
- Handling calls, correspondence and filing
- Updating, processing and filing office documents
- Managing and supervising purchase orders

## **EDUCATION**

### **Bachelor of Management and Arts**

Pokhara Multiple College, Nepal

**2005 - 2007**

- Detailed studies of Economies and Sociology

### **Humanities and Social Sciences**

Pokhara Multiple College, Nepal

**2003 - 2004**

- Detailed studies of Economies, Sociology and Political Science

### **High School Diploma**

Bhadrakali Higher Secondary School, Nepal

**1992 - 2001**

- Detailed studies of mathematics, science and accounting

## **TRAINING AND CERTIFICATIONS**

- Required training courses from KBR, PPI, FLOUR & WWLR
- Fire Warden, sexual harassment, Postal operation, warehouse and HR administration training
- Certificate of appreciation from PPI HR supervisor
- Certificate of appreciation from KBR HR supervisor
- Certificate of Appreciation form WWLR manager
- Certificate from USPS online training
- Certificate of Appreciation from USA Army
- Certificate of Appreciation employee of the month form USA army
- Computer training certificate from Ekata Computer Center