

# AMIT BOHARA

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AL KARAMA, Dubai



## PERSONAL DETAILS

Date of Birth : 25/03/1990

Nationality : Nepalese

VISA Status : Self

## EDUCATION

### Master's Degree in Business Studies (M.B.S)

Tribhuvan University, Kathmandu

### Bachelor in Business Administrations (B.B.A)

Nobel College, Kathmandu

Higher Secondary School  
Kathmandu Model College

## SKILLS

- Scheduling Management
- Document Preparation
- Communication
- Problem-Solving
- Customer Service
- Record Keeping
- Budget and Expense Management
- MS-Office, Email and Internet

## LANGUAGES

- English : Expert
- Hindi : Expert
- Nepali : Native

## HOBBIES

- Music
- Reading Books
- Travelling

## REFERENCES

- **Mr. Prakesh Koirala**, C.E.O  
Integrated Development Society,  
Nepal
- **Mr. Gopi Ghimire**  
C.E.O  
Hamro Sagarmatha Multipurpose  
Cooperative Private Limited, Nepal

## PROFILE

Dynamic and highly organized administrative professional with over 6 years of experience in administrative support, sales coordination, and financial management. Proven track record in maintaining accurate records, managing office operations, and supporting executive functions. Adept at data entry, problem-solving, and providing high-level administrative support. Seeking to contribute strong administrative skills and cultural adaptability to a reputable company in Dubai.

## WORK EXPERIENCES

### **Assistant Officer**

Hamro Sagarmatha Multipurpose Cooperative Private Limited, Nepal  
March 2022 – July 2024

- Updated and maintained financial spreadsheets with daily transactions and reconciled bank statements.
- Processed tax payments and supported monthly payroll, ensuring accurate and organized record-keeping.
- Assisted in budget preparation and participated in quarterly and annual audits.
- Provided comprehensive administrative support, contributing to efficient office operations.

### **Finance Officer**

Integrated Development Society, Nepal  
August 2019 – April 2020

- Planned, implemented, and monitored financial activities for projects, ensuring alignment with budgetary constraints.
- Prepared detailed monthly, quarterly, and annual reports on program accomplishments and activities.
- Organized and conducted training sessions as a facilitator and liaised between UN-HABITAT and IDS-Nepal.
- Managed finance and administrative aspects of the project, including developing work plans and budgets.

### **Market Officer**

Homely Nepal Trading Company, Nepal  
June 2016 – July 2019

- Researching and analyzing data to identify and define audience.
- Managing and developing marketing campaigns.
- Conducting promotional activities.
- Organizing and distributing financial and statistical information.
- Overseeing campaigns on social media.
- Evaluating the effectiveness of campaigns.
- Reporting on trends and statistics across all digital media platforms.