

ROSHAN LAMA

OFFICE ADMINISTRATOR

FLEXIBLE OFFICE ADMINISTRATOR WITH 7 YEARS OF EXPERIENCE AND DIVERSE BACKGROUND FULFILLING NEEDS SUCH AS ACCOUNTING, DATA ENTRY AND PROCUREMENT. ACCOMPLISHED EVENT PLANNER AND EXECUTIVE ASSISTANT. WILLING TO LEARN NEW INDUSTRY TO BETTER ADDRESS STAFF AND MANAGERS' NEEDS

WORK EXPERIENCE

People's Life Care Hospital
Shankharapur - 6, Kathmandu
June 2018 - January 2023

- Evaluate personnel and prepare daily reports.
- Organize, control, and coordinate services as per the hospital board regulations.
- Assist with recruitment, consenting, screening, and enrolment of personnel
- Practice financial acumen in managing budgets.
- Authorize admissions/treatment as per agreed protocols.
- Ensure that stock levels are adequate and orders are made on time
- Communicate medical results to patients under clinical supervision
- Complete timely and accurate documentation of patient visits.

Engineering Maintenance Company (EMCO)
Doha - Qatar
June 2013 - January 2017

- Handling office tasks, such as filing, generating reports and presentations, setting up for meetings, and reordering supplies.
- Screening phone calls and routing callers to the appropriate party.
- Using computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.
- Maintain polite and professional communication via phone, e-mail, and mail.
- Prepare and monitor invoices. Conduct data entry.
- Permit Issue & Closing.
- Overtime Entry.
- Prepare Store request form.
- Prepare Vehicle maintenance request.

EDUCATION

Evergreen English Higher Secondary School
Commerce & Management Faculty
2009-2011

CONTACT



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EXPERTISE

- Management Skills
- Flexibility
- Problem-Solving Skills
- Communication Skills
- Team Work
- Attention to detail
- Digital Skill

LANGUAGE

- Nepali
- English
- Hindi

REFERENCE

Mr. Noor Mohamad - Site Manager
Engineering Maintenance Company
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