

# SHWETA JAYSWAL

## Administrative Assistant

+971 583069125 @ jayswalshweta123@gmail.com Dubai, UAE



## SUMMARY

Dedicated and detail-oriented accounting and administrative professional with hands-on experience in financial management, clerical support, and customer service. Known for accuracy, adaptability, and strong interpersonal skills. Eager to contribute to organizational success through analytical thinking and efficient office coordination.

## EXPERIENCE

### Administrative Assistant

#### Galaxy Public School

05/2024 - 05/2025 Rautahat, Nepal

- Maintained and organized student/staff records and documentation
- Managed attendance logs, admissions, and fee processing
- Responded to emails, calls, and front desk inquiries professionally
- Drafted official letters, reports, and notices
- Assisted Principal and administrative staff in daily operations
- Liaised effectively between teachers and parents

### Accountant

#### D.S. Traders

05/2023 - 05/2024 Kathmandu, Nepal

- Recorded daily cash and financial transactions
- Managed accounts payable/receivable and performed bank reconciliations
- Assisted in preparing budgets and supporting internal audits
- Maintained financial records in compliance with accounting standards

### Intern

#### Nepal Rastra Bank

02/2023 - 04/2023 Baluwatar, Nepal

- Prepared reports and performed data entry for monthly reconciliations
- Supported document filing, printing, and official communications
- Managed inward/outward cheque clearing and assisted customers
- Recorded government revenue/expenditure transactions

## EDUCATION

### Bachelor of Business Management

#### Padmakanya Multiple Campus / Tribhuvan University(TU)

Bagbazar, Kathmandu

GPA

3.49 / 4.0

### 12th Grade- Management

#### NEB/ Trinity International College

Dilibazar, Kathmandu

GPA

3.16 / 4.0

### SLC/ Nepal Board

#### Shree Shankar Secondary School

Rautahat, Nepal

GPA

3.30 / 4.0

## VOLUNTEERING

### Blood Donation Programme

#### Trinity Youth Red Cross Circle and Social Service Society

01/2018

Donor and team worker in donation programme

### Promote to Visit Nepal Year 2020

#### Adventure Tourism Festival

11/2019

Participated in the Ultimate Heritage Cycle Rally

### Blood Donation Program

#### Teko Foundation Nepal

03/2021

Contributed to save human lives through volunteering

### Break the Silence, Stop Women Violence

#### Padma Kanya Multiple Campus

12/2021

Work as a leader in PKC BBM 2nd Cycle Rally

## SKILLS

Accounting Tools: Tally, MS Excel

Office Software: Microsoft Word, Excel, PowerPoint

Soft Skills: Communication, Team Coordination, Emotional Intelligence

Administrative: Report Writing, Record Management, Time Management