

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