Sarita Poudel

Computer Operator / Office Assistant

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PROFILE

Office assistant with four years in a municipality office and a private trading firm. Types Nepali in both Preeti and Unicode at around 40 words a minute and English at 45. Handles around 60 letters and records a day, maintains filing and registration, and prepares monthly reports in Excel. Comfortable dealing directly with the public at a service counter.

SKILLS

Nepali typing — Preeti, 40 wpm · Nepali Unicode typing · English typing — 45 wpm · MS Excel · MS Word and mail merge · Filing and record keeping

EXPERIENCE

Computer Operator — Shrawan 2081 – Present

Municipality ward office · Hetauda

- Draft and type around 60 सिफारिस letters and records a day in Nepali
- Maintain the registration register and issue receipts at the service counter
- Prepare monthly ward reports in Excel and assist with the annual record audit
- Handle public enquiries at the counter, around 80 people a day

Office Assistant — Baishakh 2079 – Ashad 2081

Trading firm · Hetauda

- Maintained purchase and sales records and filed around 500 bills a month
- Prepared quotations and delivery notes for around 25 customers
- Managed incoming calls and courier dispatch for the office

EDUCATION

Bachelor of Arts (BA) — 2075 – 2079

Tribhuvan University affiliated campus · Hetauda

LANGUAGES

Nepali	Native
English	Working
Hindi	Conversational

CERTIFICATIONS

Computer Application (3 months) — 2078

Training institute

Nepali typing certificate — 2078

Training institute

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