Mijala Manandhar

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Available for immediate hire and maximum availability, I aspire to utilize my skills to drive success in dynamic work environments. With strong communication, analytical thinking, and problem-solving abilities, I deliver outstanding results. Adaptable and enthusiastic, I embrace challenges and strive to contribute to organizational success by leveraging my expertise.

Experience

Hostess/ Server | White Spot, Number 3 road, Richmond | Currently Working

- Handling cashier duties at the front desk
- Front desk staff
- Seating guests and managing the seating chart.
- Monitoring restaurant activity to determine seating and dining flow.
- Cleaning and sanitizing dishes, utensils, pots, and pans after use.
- Responding to guest inquiries and requests in a timely, friendly, and efficient manner.

Client Support Representative | Fonepay Payment Service Limited, Lalitpur, Nepal | Sep 2021 - May 2023

- Resolving disputes or conflicts with service providers and member banks.
- Assisting member banks with coordination and guidance
- Raising customer and operational concerns with the relevant department(s) for resolution.

Asset Management Intern | Rastriya Banijya Bank, Kathmandu, Nepal | Aug 2020 - Dec 2020

- Contacting potential bidders through email or phone.
- Maintaining records and keeping documents organized
- Forwarding client requests to the relevant individuals for necessary action

Education

Master of Business Administration | University Canada West | 1461 Granville St, Vancouver, BC, Canada

University Canada West | 2023 - 2025

Bachelors in Business Administration | Public Youth Campus | Thamel, Kathmandu 44600

Major in Finance | Tribhuwan University | 3.33 GPA | 2016 - 2022

Higher Secondary Education | United Academy | Kumaripati, Lalitpur, Nepal

Management Faculty | Higher Secondary Education Board | 73.60% | 2014 - 2016

Skills

- **Microsoft Office**
  Proficient in Microsoft Office (Excel, Word and Power Point)
- **Teamwork**
  Strong interpersonal and teamwork skills, with the ability to work with colleagues at all levels
- **Accounting**
  Knowledge of generally accepted accounting principles (GAAP)
- **Reporting**
  Ability to reconcile accounts, reports and journals

References

- **Nhasala Tuladhar** | Rastriya Banijya Bank | +977-9841756952
- **Pratima Subedi** | Fonepay Payment Service Limited | +977-9802079158
- **Aroj Jakibanjar** | Hotel New Dragon Pvt. Ltd. | +977-9802011002