

# Mijala Manandhar

Vancouver, BC

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[www.mijalamanandhar.com.np](http://www.mijalamanandhar.com.np)

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 | Tribhuvan 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