

## SUSHILA BHUSAL

MOBILE: 0567616340

EMAIL: [Bhusals49@gmail.com](mailto:Bhusals49@gmail.com)

DUBAI-UAE



Professional with excellent time management skills and ability to multi-task while working within deadlines and time constraints. Desire the position of an Administrative Specialist to apply administrative experience and client service skills to efficiently manage office procedures and inventory.

### KEY EXPERTISE

Computer Tally  
MS Office

Customer service skills  
Self-motivation.

Email – Internet  
Time Management

### EMPLOYEMENT

**july'21 toTill Date : Jumera Pest Control. (UAE) | [Operation Executive](#)**

Role:

- Ensure the resources and team members are efficiently utilized, rotas are planned and executed in line with the plans
- Allocate the pest control teams to site locations in line with project and mobilization plans
- Delegating project tasks to operations team members, monitor the completion of the tasks from open to close
- Ensuring that the teams have all the equipment and tools required to execute landscaping works.
- Manage the team of site operations technicians
- Ensure the performance of the team is managed in line with the role expectations
- Maintain good relationship with the team and encourage proactiveness.
- Responsible for maintaining all weekly reporting requirement for Projects
- Collation of all process trackers weekly with action plans to manager
- Ensure all trackers of key processes are up to date and points are actioned on time
- Ensure the team are on target to achieve the project KPIs
- Escalate issues when timelines or project milestones are not going to be met

**Mar'20 to june21: Al Soufi Trading EST. (UAE) | [Office Admin & Secretary](#)**

Role:

- Handle the front office - directing all visitors, including vendors, clients, candidates and customers appropriately.
- Screen Incoming calls and direct it to appropriate departments and take accurate and complete messages.
- Order and Manage the Office Stationery supplies.
- Manage the routine Office Administrative duties.
- Coordinate and manage the day to day operations of the Office Assistants.
- Process and prepare memos, correspondence, travel vouchers, or other documents.
- Filing important documents, maintaining files, etc

### PREVIOUS EXPERIENCE

**Sep 2017 – Oct 2018: Shine Resunga Development Bank, Nepal | [Junior Assistant](#)**

**Sep'2014 – Aug'2016: Pathibhara Manpower Recruitment, Nepal) | [Admin & Hr Assistant](#)**

### Education

- **Graduation** | Tribhuwan University ( Bachelor in Commerce)
- **Intermediate** | Higher Secondary Education Board, Nepal

### Personal Information

Religion

: Nepal

Languages Known

: Hindi, English and Nepali