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Suryabinayak, Bhaktapur






Shubeksha Raut

Student

About Me

Detail-oriented BBA student with strong work ethic and excellent communication skills seeking a challenging role as a Front Desk Receptionist or Secretary. Solid foundation in accounting, coupled with a passion for exceptional customer service. Eager to contribute skills and knowledge to a dynamic work environment.

Educations

-  Inaruwa English Boarding School
SEE/SLC 2007-2020
-  Kasturi College
+2 | Intermediate 2020-2023
-  College of Information Technology and Engineering
Bachelor of Business Administration Running

Languages



Professional Certifications

- Certified Face Beauty Specialist

Experiences

Home Tuition

| 1 Year

- Tutored students one-on-one in various subjects.
- Helped with homework and made learning easy.
- Changed teaching methods to fit each student's way of learning.
- Listened to feedback and adjusted lessons accordingly.
- Checked progress regularly and gave helpful advice.
- Used online tools and fun activities for better learning.
- Provided extra materials and worked with teachers for better results.
- Kept organized records of progress and shared reports with parents.

Front Desk Officer - KIEC Itahari | 5 Months

- Assist visitors and address inquiries.
- Monitor access and report security concerns.
- Relay messages and communicate with the team.
- Perform data entry and assist with scheduling.
- Follow emergency procedures and be a point of contact.

Skills

- Clear and effective verbal communication.
- Ability to handle inquiries and resolve issues promptly and courteously.
- Efficient time management and multitasking.
- Attention to detail in managing appointments, schedules, and records.
- Proficient in office software (e.g., Microsoft Office Suite) and general computer skills.