

Jyoti Khatri

Administrative Assistant

Personal information

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📍 Nepal
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Mother tongue(s)

Nepali

Summary

Dedicated Administrative Assistant with over 2 years of experience supporting office operations and enhancing organizational efficiency through proactive problem-solving and effective communication. Aiming to leverage my ability to prioritize and manage multiple tasks to contribute to a rewarding office environment. Known for my proactive approach to adapting processes and improving workplace functionality, I thrive in dynamic settings that require emotional intelligence and strategic thinking.

Keywords

Office Management

Communication Skills

Task Prioritization

Customer Service

Professional experience

Entry operations Assistant

7 Oct 23 - Present

Dubai Parks and resorts | Dubai

As an Administrative Assistant, my primary responsibility has been to provide comprehensive administrative support to facilitate the smooth functioning of office operations. My role encompasses managing schedules, organizing meetings, handling correspondence, maintaining files and databases, and assisting with project coordination. Through these experiences, I have cultivated strong communication and organizational skills, which empower me to prioritize tasks effectively and assist team members in achieving their objectives.

Business or sector: Real Madrid World , Motiagate , Neon galaxy

Ward attender

7 Jan 16 - 15 Jan 20

Nmc Royal hospital | Abu Dhabi

As a Ward Attender, I was responsible for maintaining a clean and safe environment for patients and staff. My duties included assisting nursing staff in patient care, transporting patients to various departments, ensuring that supplies and equipment were properly stocked, and providing support to patients and their families. I also handled administrative tasks such as updating patient records and managing appointments.

Teacher

21 May 21 - 25 May 22

Euro kids Montessori | Kathmandu, Nepal

As a Teacher, I was responsible for developing and delivering engaging lesson plans catered to diverse learning styles. I assessed student progress, provided constructive feedback, and maintained a positive classroom environment. Additionally, I collaborated with colleagues to enhance the curriculum and participated in professional development workshops to improve educational strategies.

Education and training

Intermediate in Business studies

2 May 12 - 25 Jun 14

Lumbini Higher Secondary Academy | Kathmandu, Nepal

Graduated with honors in Business Administration, specializing in Office Management and Organizational Behavior, which has provided me with a robust foundation for a successful career in administrative support.

Certificate of First aid training , Fire and safety

27 Apr 24 - Present

Foreign language(s)

Abilities



Time
Management



Proactive
Problem-Solving



Detail-Oriented



Team
Collaboration

Personal skills

Communication skills

Throughout my career, I have developed strong verbal and written communication skills, enabling me to articulate ideas clearly to team members and stakeholders. My experiences include preparing reports, managing correspondence, and facilitating meetings where I often serve as the point of contact for information dissemination.

Organisational / managerial skills

My organizational skills have been honed through years of experience in managing office activities, coordinating schedules, and ensuring that deadlines are met. I have implemented systematic filing systems and efficient calendar management strategies that increased productivity in the workplace.

Job-related skills

With a solid background in administrative procedures, I possess job-related skills such as data entry, report generation, and office software proficiency. My hands-on experience managing executive schedules and maintaining office supplies has equipped me with a comprehensive understanding of daily office operations.

Digital skills

I am proficient in a variety of digital tools, including the Microsoft Office Suite (Word, Excel, PowerPoint), Slack, and Google Workspace. My ability to quickly learn new software systems has improved my effectiveness in document management and data analysis, ultimately driving operational improvements.

Hobbies



Photography



Reading



Yoga



Cooking

Further information

- Certified Administrative Professional (CAP)
- Microsoft Office Specialist

Courses

- Office Administration Fundamentals
- Advanced Microsoft Excel
- Customer Service Excellence

Projects

- *Office Workflow Enhancement:* Spearheaded a project aimed at improving office workflow processes, resulting in a 25% reduction in time spent on administrative tasks.
- *Customer Feedback Initiative:* Led the organization of a customer feedback initiative that increased response rates and enhanced service delivery based on client insights.