



# NAMITA ADHIKARI

## ADMINISTRATOR

### CAREER OBJECTIVE

To work in a competitive environment to prove the competency skill I have and work for the company's betterment and self-progress.

### PROFILE SUMMARY

Innovative and extra-dynamic in providing banking and Administration supports to the management. Almost 15 months of experience in India with cross-cultural experiences, human resource and customer service. Dealt with very confidential and sensitive subjects as well as liaising with the company for all administrative & operational requirements.

### EDUCATION

Bachelor in commerce  
Master in business and administration  
Dibrugarh University  
India

### TECHNICAL PROFICIENCIES:

Microsoft Office (Word, Excel, PowerPoint, Outlook)

### Certifications:

Microsoft office  
Tally 9.0

### EXPERIENCE

#### HR & MARKETING ADMINISTRATOR

JULY 2017 to SEP 2017 | Human resource administrator  
– Numligarh refinery, India

- Scheduling interviews together with the Owner for the candidates & releasing offer by following the hiring scales and ensuring the new hire to join within the given timeline.
- Manage the Payroll & attendance, preparing source documentation needed for new hires, or effective changes in pay, status, or benefits.
- Meeting with departmental representatives to discuss HR issues
- Referring issues to senior HR staff

#### MANAGEMENT TRAINEE

JULY 2018 to Current | North east small finance bank  
– Assam, India

- Processing payments and withdrawals
- Authorizing and evaluating overdrafts and loans
- Promoting the bank's services
- Maintaining statistical and financial records
- Dealing with complaints
- Client- supervisor with all secretarial functions and fulfils the operational requirements on time.
- Conducting Toolbox, preparing timesheets and salary payment invoices.

### Achievement

- Developed and implemented client service program, which expanded small-to-medium client base 35%.
- Created a company culture initiative, which raised employee satisfaction rates by 25%

### DECLARATION

I do hereby confirm that the above details given by me are true to the best of my knowledge.

Date:

### ABOUT ME

Date of Birth: April 1, 1994  
Age: 25 (Unmarried)  
Gender: Female

### CONTACT

Sharjah, UAE  
[Redacted]  
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### SKILLS

Team Player ●●●●●  
Innovator ●●●●●  
Communicator ●●●●●  
Troubleshooter ●●●●●

### CORE COMPETENCIES

Office Administration ●●●●●  
Recruitment ●●●●●  
Reports & Document Control ●●●●●  
Cross Function Coordination ●●●●●

### LANGUAGES

English ●●●●●  
Hindi ●●●●●  
Nepali ●●●●●  
Assamese ●●●●●

### INTERESTS

Photography Books

Movie Coffee

### HOBBIES

