Ruchita Pathak

Personal Information

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Technical Skills

- Computer Skills Regarding Microsoft Office Tools Like Ms-Word, Ms- Excel, Ms-Access, PowerPoint, etc.
- SPSS (Statistical Package for Social Science)
- Basic Knowledge of HTML, CSS and programming.
- Excellent Knowledge of CMS (Content Management System)
- Good Knowledge of using project management tools like slack, trello, bug tracker.

Personal Skills

- Analytical and time management skills
- Leadership
- Employee relation management
- Team Building
- Problem-solving attitude
- Teamwork skills
- Interpersonal and communication skills
- Good Nepali and English Typing

To explore the challenges in Management and administrative platform.

Work Experience

Mar, 2018 - Now

HR Manager
Amejman Pte Ltd.
Anamnagar, Kathmandu, Nepal

- Organize and maintain personnel records
- Update internal databases (e.g. leave records)
- Prepare HR documents, like employment contracts and new hire guides
- Revise company policies
- Create regular reports
- Answer employee's queries about HR-related issues
- Assist payroll department by providing relevant employee information (e.g. leaves of absence, sick days and work schedules)
- Performance measurement of employees.
- Arrange travel accommodations and process expense forms
- Participate in HR projects (e.g. help organize a job fair event)
- Assign Task to employees and receive their updates.
- Replay mails and establish link with various organization.
- Assist effective communication among all the employees.
- Finalize the requirements of new projects.

Aug, 2017 - Mar, 2018- Business Analyst
Webbank Nepal
Anamnagar, Kathmandu

- Assisted the programming team in developing business software's that involve complex accounting and financial logics. This typically involved the documentation and presentation of the core end to end business process.
- Tested business software, i.e., developed test cases, compared against the software outputs, document and communicate anomalies to the reporting officer.
- Assisted in preparing software documentations like functional reports, system design reports, training materials, user manuals, test plans etc.
- Provided support to software users, i.e., answer client queries relating to the use of the software and render resolutions, as required.
- Worked with project managers, technical lead to develop and implement product feature easier to use and provide appropriate feedbacks for reconstruction.

Jun, 2017 - Aug, 2017   Customer Service Department
Siddhartha Bank Limited
Parshyang - Bagale Tole Marga, Pokhara, Nepal

- Opened current/ Saving and Fixed accounts.
- Demate form fill up and created demate account.
- Provided remittance services.
- Helped the customers who were there for inquiry.
- Assisted customers with problem of renewal of services.

Languages

Nepali: Writing - 5/5, Speaking - 5/5

English: Writing – 4/5, Speaking - 4/5

Hindi: Writing - 4/5, Speaking - 4/5

Education

2018 (Running) -	**Masters In Business Studies (MBS)**
	Nepal Commerce Campus, TU
2017-	**Bachelors In Business Administration (BBA)**
	Prithivi Narayan Campus, TU
2013-	**Higher level Education (+2), Management**
	Laxmi Awasiya Higher Secondary Boarding School, Pokhara
2009 -	**School Leaving Certificate (SLC)**
	Kumudini Homes Higher Secondary Boarding School, Pokhara

Additional Trainings/ Certificates

https://www.coursera.org/account/accomplishments/certificate/YG3J8E2HL62L