

## CONTACT

## Roshani Pudasaini Khatri

📍 Dubai  
☎ 0564342577  
@ rosnipudasaini@gmail.com  
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## OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## EXPERIENCE

17/07/2019 -  
13/04/2023

- **Admin( News Editor)**  
www.khabarcenter.com (Online Media)  
Online News editors, also known as social media managers, curate and maintain a brand's digital image and social media presence. I worked closely with designers, copywriters, and content creator. Media analytics to inform the digital marketing strategy. In www.khabarcenter.com i had an 3 years of an experience in news editing. I was hardworking person in that office. I know the admin page also how to create a content and how to advetise and how to publish an advertisement in online.

18/04/2023 -  
15/08/2023

- **News Editor**  
www.ktmvoice.com  
Planned coverage, edited writing by reporters and managed web, Twitter and Facebook pages.  
Designed and paginated community special sections. Won awards for enterprise news coverage, including reporting of high-profile court cases. Stories often quoted by major news outlets.  
Responsible for front page, community page, brides and local news pages for newspaper.

01/05/2017 -  
15/12/2017

- **Cashier**  
Kathmandu Steak House Restaurant  
Welcome customers and help determine their orders.  
Relay customers' orders to the kitchen staff.  
Ensure all orders are delivered to the customers in a timely manner.  
Accept cash and return the correct change.  
Tally money in the cash drawer at the beginning and end of each work shift.  
Respond to customer inquiries, issue receipts, and record customer suggestions.  
Clean and arrange eating, service, and kitchen spaces.

10/03/2018 -  
10/09/2018

- **Ncell Customer Care**  
Ohm Solution Pvt Ltd  
Ohm Solution Pvt Ltd is an Authorised Agent of Ncell ( Axiata ) . We deals in Ncell Sim cards , Ncell Recharge cards, Mobiles , Dongols etc.  
Ncell Centres are located in many major cities. We will be adding more Ncell Centres in various parts of Nepal in the near future. You are welcome to visit our Ncell Centres for any kind of queries at your convenience.

## EDUCATION

2023

- **TU ( Tribhuvan University)**  
Finance in bachelor  
Waiting For Final Result

2018

- **Sigma college**  
+2 in Computer Science  
72%

2015

- Siddhi Vinayak Secondary Boarding School  
S.L.C  
73%

## SKILLS

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- Basic computer skills( Word, Excel, opera, photoshop, Tally).
- Interpersonal Skills.
- Initiative and problem sloving abilities.

## LANGUAGES

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- Nepali
- English
- Hindi

## PERSONAL DETAILS

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- Date of Birth : 02/02/1999
- Marital Status : Married
- Nationality : Nepali
- Religion : Hindu
- Passport : PA 1699888
- Gender : Female