

# Karuna Ghimire *Teacher/Admin Assistant*

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☎ 0502875872

📍 Al Barsha, Dubai, UAE



## Profile

Detail-oriented and reliable Teacher/Admin Assistant with experience in administrative support and classroom coordination. Proficient in office documentation, data entry, scheduling, and record management while maintaining confidentiality and accuracy. Strong communication and organizational skills with the ability to multitask in fast-paced work environments. Seeking to contribute to a professional organization in the UAE through efficient administrative and educational support.

## Professional Experience

11/2025 – Present  
Dubai, UAE

### **Freeline Engineering Consultant, Admin Assistant**

- Managed reception duties, including greeting visitors and handling incoming calls professionally
- Handled phone calls and professional email correspondence efficiently
- Followed up on important document renewals, deadlines, and compliance requirements
- Prepared, reviewed, and managed quotations and invoices
- Updated, organized, and maintained employee records, personnel files, and staff documentation
- Coordinated meetings, appointments, and schedules for management and staff
- Assisted the HR team with interview scheduling and candidate pre-qualification processes
- Maintained accurate, up-to-date records for company projects and documentation

02/2022 – 07/2024  
Kathmandu, Nepal

### **Sarbeshwor School, English Teacher**

- Taught English to Grade 1 and 2 students, focusing on reading, writing, phonics, and basic grammar.
- Planned and delivered age-appropriate lessons to support early language development.
- Assisted students with vocabulary building, pronunciation, and sentence formation.
- Maintained classroom discipline and created a positive, engaging learning environment.
- Prepared worksheets, assignments, and basic assessments.
- Communicated with parents and school staff regarding student progress.
- Maintained student records and supported daily classroom activities.

04/2018 – 12/2020  
Kathmandu, Nepal

### **Baba Enterprises, Admin Assistant**

- Provided administrative support for a garments import and export business, handling daily office operations.
- Managed documentation related to orders, invoices, delivery notes, and shipment records.
- Assisted with data entry, filing, and maintaining accurate records for imports and exports.
- Coordinated with suppliers, transporters, and internal staff regarding order status and deliveries.
- Answered phone calls, managed emails, and supported scheduling and office coordination.
- Ensured proper organization of documents and maintained confidentiality of business information.

## Education

12/2023 – Present  
Kathmandu, Nepal

**BSc. Computer Science and Information Technology**, *Tribhuvan University*

04/2020 – 11/2024  
Nepal

**Bachelor in Arts (English/Sociology)**, *Tribhuvan University*

## Skills

### Teaching & Classroom Skills

- Classroom Management
- Lesson Planning (Primary Level)
- English Language Teaching (Grade 1–2)
- Phonics & Early Reading Skills
- Student Assessment & Progress Tracking
- Child-Centered Teaching Approach
- Classroom Activity Coordination
- Student Record Maintenance
- Parent Communication
- Educational Support & Assistance

### Professional & Soft Skills

- Time Management
- Multitasking
- Attention to Detail
- Team Coordination
- Professional Communication
- Problem-Solving
- Reliability & Work Ethics

### Computer & Technical Skills

- MS Office
- Email Management
- Office Equipment Handling

### Administrative & Office Skills

- Office Administration
- Documentation & Record Management
- Data Entry & Filing
- Email & Phone Communication
- Scheduling & Calendar Management
- Front Desk Support
- Confidential Information Handling

## Languages

• English

• Hindi

• Nepali

• Urdu

## Organisations

2012 – 2017  
Kathmandu, Nepal

**Scout**, *Troop Leader*

2017 – 2018  
Kathmandu, Nepal

**St. Mary's Environment Club**, *Member*

2017 – 2018  
Kathmandu, Nepal

**St. Mary's Social Service Club**, *Member*

## References

**Will be available upon request**

## Declaration

I hereby declare that details furnished above are true to the best of my knowledge