



Abhishek Thapa

Administrative Coordinator

Highly organized and detail-oriented Administrative Coordinator with 2 years of experience supporting office operations and managing administrative tasks. Skilled in coordinating schedules, handling correspondence, organizing meetings, and maintaining records. Proficient in office software and communication tools, with a strong ability to multitask, prioritize tasks, and work under pressure. Known for exceptional time management, problem-solving skills, and the ability to provide excellent support to both team members and clients, ensuring smooth daily operations.

✉ abhithapa1992@gmail.com

☎ 0551602946

📍 Al Souq Al Kabeer Street, United Arab Emirates

EDUCATION

B.Com

CSJM University

07/2011 - 07/2014

Kanpur/Uttar Pradesh

Courses

- Account

WORK EXPERIENCE

Manager Cum Visa typist

PBG Hospitality Services

07/2022 - Present

Al Karama/Dubai

Achievements/Tasks

- Accurately typing and formatting visa application forms and supporting documents for submission to embassies and immigration authorities.
- Ensuring that all required fields are filled out correctly and that the documents are properly formatted before submission.
- Maintaining accurate records of visa applications and supporting documents in both physical and digital formats.
- Assisting applicants by explaining visa requirements, processes, and documents needed.
- Ensuring that all visa applications comply with current immigration regulations and policies.
- Following up with authorities to track the status of applications and resolve any issues or delays.
- Assisting clients with the payment process for visa application fees and processing payments as required.

Business Development Executive

MAS Document Clarence Services

06/2019 - 02/2020

Dubai

Achievements/Tasks

- Conducting thorough research to identify new business opportunities, potential clients, and market trends.
- Engaging with leads through emails, phone calls, and in-person meetings.
- Developing and nurturing long-term relationships with existing clients to ensure satisfaction and repeat business.
- Presenting the company's products or services to potential clients, understanding their needs, and tailoring solutions.
- Working closely with marketing, sales, and product teams to ensure alignment in business development strategies.
- Maintaining accurate records of client interactions, sales, and proposals.

SKILLS

Typing Skills

Knowledge of Visa Application Processes

Attention to Detail

Administrative Skills

Communication Skills

Computer and Software Skills

Multitasking Ability

Confidentiality & Security

Customer Service Skills

Organizational Skills

PERSONAL PROJECTS

Project Name

CERTIFICATES

Certificate Name

ACHIEVEMENTS

LANGUAGES

English

Limited Working Proficiency

Hindi

Full Professional Proficiency

Nepali

Full Professional Proficiency

INTERESTS

International Travel

Administrative Support

Attention to Detail

Technology and Software

Problem-Solving