

# Princy Joshi

Dharan, Nepal
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## Career Objective

Front Desk and Operations professional with 4 years of experience at an educational consultancy, skilled in student counselling, inquiry handling, and administrative coordination. Hardworking, detail-oriented, and dedicated to delivering a smooth, welcoming experience for students while supporting organizational goals.

## Professional Profile

**Areas of Expertise:**

- Administrative Management
- Documentation & Record Management
- Communication & Interpersonal Skills
- Leadership & Team Coordination
- Professional Work Ethics

## Education

- Bachelor of Business Studies (BBS), Dharan City College, Dharan, TU (2020-2026) – 3rd Division (2026)
- 10+2 (Commerce), Bishnu Memorial Secondary School, Dharan, NEB – 1st Division (2019)
- Grade 10 (SEE), Bishnu Memorial Secondary School, Dharan, NEB – Distinction (2017)

## Professional Experience

**Sumedha Education Network Pvt. Ltd. – Front Desk Officer / Documentation Officer (February 2025 – October 2026)**

- Managed documentation processes of student visa applications, including collecting, organizing, verifying, and maintaining applicant documents.
- Track pending documentation, requests, registrations, and follow-ups to ensure tasks are completed within required timelines.
- Handle confidential student information and documents with accuracy, discretion, and attention to detail.
- Oversee front desk responsibilities including student inquiries, appointment scheduling, and visitor coordination.
- Prepare and manage student registration records, candidate lists, Excel sheets, payment receipts, passport copies, and other supporting documentation.
- Coordinate IELTS and Life Skills A1 examination-related administrative processes, including bookings, registrations, date transfers, cancellations, rescheduling, and related documentation.
- Draft and manage formal emails, requests, confirmations, and follow-up communications with external stakeholders and internal team members.
- Provide administrative support to management and team members whenever required to ensure efficient office operations.

**Eden Academy Consultancy – Front Desk Officer (February 2023 – February 2025)**

- Managed front desk operations, greeting and assisting students and walk-in visitors with inquiries.
- Provided counselling and guidance on available programs, eligibility, and application procedures.
- Coordinated appointments, follow-ups, and communication between students, counsellors, and management.
- Assisted counsellors and management with administrative and documentation-related tasks to support smooth office operations.
- Handled telephone calls, emails, walk-in inquiries, and routine correspondence in a professional manner.
- Managed multiple student requests and administrative responsibilities while maintaining a high level of organization and attention to detail.
- Worked closely with team members to ensure timely communication, proper documentation, and efficient completion of assigned tasks.
- Developed strong interpersonal and communication skills through regular interaction with students, colleagues, management, and external stakeholders.

## Hobbies & Interests

- Reading, Community volunteering, Networking, and Travel

## Personal Details

- Date of Birth: 2058-10-08 (B.S.)
- Sex: Female
- Marital Status: Unmarried
- Languages: Nepali, Hindi, English

## Reference

**Mr. Yunil Ghimire**
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