

NIMA BHUSAL

AGE: 38 | SEX: MALE
NATIONALITY: NEPALESE
PORTUGAL: TRC HOLDER

I AM A VERSATILE PROFESSIONAL WITH EXTENSIVE EXPERIENCE SPANNING RECEPTION MANAGEMENT, ADMINISTRATIVE SUPPORT, WEB DEVELOPMENT, GRAPHIC DESIGN, AND EVENT MANAGEMENT, DEDICATED TO DELIVERING EXCELLENCE ACROSS BOTH CORPORATE AND CREATIVE SECTORS.



+351 920214506

info@nima.com.np

www.nima.com.np

Praça 8 de Maio n° 21, 3°
3000-300, COIMBRA,
Portugal

WHO AM I ?

Hello! I am Nima Bhusal, a versatile professional combining a solid background in administration and hospitality with expertise in web development, graphic design, and event management. Whether managing front-desk operations or designing digital assets, I am dedicated to delivering highly organized and creative results.



●●●○○



●●○○○



●●○○○



●●○○○



●●●●○



●●●○○

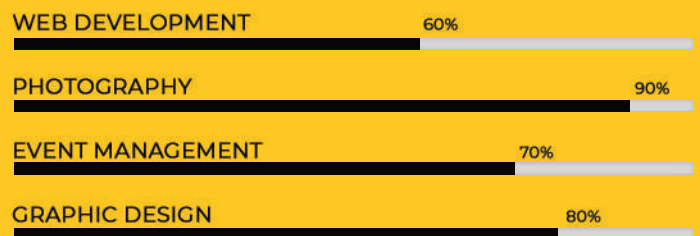


●●○○○



●●●○○

EXPERT IN



EXPERIENCE

2023 - PRESENT
**PENSAO SANTA
CRUZ (L.D.C.M), PT**

RECEPTIONIST

Checking in guests, allocating rooms and handing over keys Handling queries and complaints via phone, email and general correspondence. Taking and ensuring messages are passed to the appropriate staff member in time.

2018-2023
**DALLAH DRIVING
ACADEMY, QA**

ADMIN / ASST. HR

Managing daily operations develop and providing support for the smooth functioning of an organization. Maintaining the records of employee and every transactions, making payroll etc ..

2017-2018
**REGENCY PHOTO
WORLD, QA**

PHOTOGRAPHER

Captured beautiful moments. From portrait to weddings and to landscapes.

2013-2015
**DESTINY GROUP
TRADING, QA**

ADMIN/ ACCOUNTANT

Day-to-day activities of the office; develops policies, procedures, and systems which ensure productive and efficient office operation. Preparing regular financial and administrative reports etc ..

2007- PRESENT
BRIGHT NEPAL

EVENT/GRAPHIC/WEB DEVELOPMENT

Conceptualizing theme ideas, planning budgets, booking venues, liaising with suppliers and clients and presenting post-event reports. I create visually stunning and functional digital assets that help clients achieve their goals and stand out in a crowded marketplace.

EDUCATION

2006
**BALKUMARI
COLLEGE**

HIGH SCHOOL

I enrolled in a program for hotel management, marketing, and computer science but was unable to complete my studies.

1996-2006
**DEO CHITWAN /
LIITLE FLOWER
SCHOOL**

SECONDARY SCHOOL

Completed my secondary school from Little Flower School and District Education Office chitwan affiliated by Nepal Board through English Medium.

WHAT I DO ?



UX & UI

Gathering user requirements, designing graphic elements, and developing navigation components.



VISUAL DESIGN

Create the layouts and artistic elements of a company's digital platforms.



APP DESIGN

Working closely with user experience designers and user interface designers to apply their designs to mobile interfaces.



PRINT DESIGN

Conceptualize and design an end product that's usually printed in physical form, on materials including paper, plastic, cloth etc ...

Photography

Music

Football

Driving

Trekking