

BISHWASH NEUPANE

ADMINISTRATIVE & OPERATIONS PROFESSIONAL

CONTACT

+977-9862510714

mail@bishwashneupane.com.np

Budhiganga-01, Nepal

linkedin.com/in/justbishwash

SKILLS

- MS Office Package
- HMIS (Midas/Medipro)
- Google Workspace
- Creative Thinking
- Data Analysis
- Time Management
- Problem Solving
- Customer Orientation
- Adaptability to Change

LANGUAGES

- English
- Nepali
- Hindi

REFERENCE

Niraj Shrestha

HOD, BMCTH

Phone: +977-9767797791



PROFILE

Motivated and detail-oriented professional with strong organizational, communication, and problem-solving skills. Able to manage multiple tasks efficiently while maintaining accuracy and meeting deadlines. Adaptable, quick to learn, and committed to delivering high-quality work in dynamic environments. Demonstrates professionalism, reliability, and a strong work ethic in all responsibilities. Seeking opportunities in administration, healthcare operations, or data management where I can utilize my skills



WORK EXPERIENCE

Claim Officer

Birat Medical College Teaching Hospital SEP 2024 - APRIL 2026

- Processed and verified insurance and SSF claims with high accuracy
- Coordinated with service providers to ensure timely claim settlements
- Maintained organized physical and digital records
- Handled file scanning and document digitization efficiently

Transcriptionist & Research Associate (Contract)

Sharecast Initiative Nepal SEP 2023 - DEC 2023

- Transcribed audio recordings into accurate written documents
- Maintained high attention to detail and consistency
- Met deadlines while handling multiple tasks
- Supported data collection and research activities



EDUCATION

BASW

2023 - Present

Mahendra Morang Adarsha Multiple Campus

+2 (Secondary Level)

2021 - 2023

City Higher Secondary School

SEE

2019

Pokhariya Higher Secondary School