

**CAREER OBJECTIVE**

To pursue a career in an organization having a global vision, which encourages creativity and offers an opportunity to learn and develop both in professional and personal aspects. I look forward to a career that would realize my own capacity, capability, experience and give me a satisfaction having of fully realized my potentials.

EXPERIENCE**COMPUTER OPERATOR / OFFICE ADMINISTRATIVE ASSISTANT****JULY 2007 - PRESENT*****BIRENDRA MULTIPLE CAMPUS, BHARATPUR, CHITWAN***

I have been working as a computer operator for the last 13 years. This is an educational institution, where professors, students should establish a good relationship and be helpful to them, which I have successfully fulfilled. I have introduced myself as a skilled administrator assistant by preparing letters, registering, invoicing, filing etc. for office purposes on the computer. Under the office management, I have listened and resolved the grievances of the service recipients, kept lock book and prepared the attendance details of the working staff and sent them to the accounts branch. I have also worked as a secretary in branch meetings.

STOREKEEPER**JAN 2018 - JAN 2019*****NAWALPUR, NEPAL***

I did my job as a storekeeper here skillfully. I worked here to buy the necessary items for the hotel, to keep a record of the items in the store. I worked in a very good and familiar environment with the staffs and guests working here.

EDUCATION PROFILE

- +2 (Higher Secondary Education Board) passed from Nepal
- S.L.C. passed from Nepal

TECHNICAL SKILLS

- MS Office (Word, Excel, Power Point)
- Data Entry
- Adobe Page Maker
- Email/Internet

KEY SKILLS

- Willing to learn
- Self-confidence to great patience
- Adaptability to change environment
- Highly trustworthy, discreet and ethical

STRENGTHS

- My strengths include excellent inter personal communication skills.
- Strong desire and drive to achieve the goal whatever the adversities
- Optimistic, ability to work hard for long hours.

PASSPORT DETAILS

- Passport No : 12264212
- Passport Issue Date : 27 Jun, 2021
- Passport Expiry Date : 26 Jun, 2031
- Visa Status : Visit

PERSONAL PROFILE

- Date of birth : 16 Oct. 1986
- Gender : Male
- Nationality : Nepalese
- Marital Status : Married
- Language Known : English, Nepali & Hindi
- Attitude : Punctual, Hardworking, Co-operating Nature

DECLARATION

I hereby certify that the above-mentioned Statement is correct & true to the best of my knowledge & belief.