Mandira

Mandira.1656576@2freemail.com  **­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­**

**CAREER OBJECTIVE:**

Provide strategic research and analysis for product development, always works in favor of company improvement in order to achieve company’s goal. Develop corporate policies and long-range/short-term strategies**.**

### VISION:

###  “Choose a job you love, and you will never have to work a day in your life.”  ~ Confucius

**WORK EXPERIENCES**:

|  |
| --- |
| **MEGA SERVICES** **Senior Counselor** August 2006-May 2011**Profile:*** Assist students of all level for their processing applying for their further education. Compiling all the necessary documentation.
* Dealing on international with collage counseling representative for abroad study in different countries for availability of new admission for the students.
* Submit Assembled documentation from the students to the respective collages for their admission.
* Once the approval letter received from the collage, submit all the required documentation to embassy for visa applying.
* Arrange seminar and invite some collage representative in order to make the environment to have a direct communication between students and representative.
 |

#### EDUCATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification | Year | Board/Univ. | Institute | Grade |
| Bachelor Graduation  | 2009 | Tribhuvan University | Patan Multiple Campus | XIV |
| Intermediate | 2005 | Tribhuvan University | Tribhuvan University | XII |
| S.L.C | 2001 | Higher Secondary Education Board | Gandhi Adarsha MA.VI Kathmandu. | X |

**ADDITIONAL QUALIFICATION**

**Have done one-year Diploma Computer course from Kantipur V. Computer Institute. I had covered following modules:**

* **Operating System**

MS-DOS, Windows 2007,MS-Excel 2007,MS-Word 2007

* **MS – Office**

#### ACTIVITY

* Eager to learn new things
* Strive for continued excellence
* Provide exceptional contributions to team work
* Interest on reading books and others sports

#### PERSONAL DETAILS

Date of Birth : 21 April 1985

Language Known : English, Hindi, Nepali

Visa Status : Family Visa

Marital status : Married

Nationality : Nepali

Gender : Female