**Personal Profile**

Name : Aneal Dangol

D.O.B : 1993-Jul-11

Marital Status : Married

Language : English & Hindi Verbal & Oral

**Professional Objective**

An energetic dynamic aspirant looking for a mid-level position to make my own identity by learning and experiencing all that comes across in the day to day life by giving the most dedicated effort to my organization.

**Educational Achievements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Year** | **Institute/College** | **Board/University** | **Obtained** |
| Intermediate | 2011 | Hetauda School Of Management & Social Sciences | H.S.E.B | N/A |
| S.L.C | 2010 | Apex Education Institute | S.L.C | 60.38% |

*Note: - Studied Hotel Management Course during my Intermediate Level.*

**Achievements**

* Achievement of Advance Diploma in Computer Application (ADSA) from New Computer Knowledge dated from 2010/01/15 to 2011/01/20

**Personal Skills**

* Ability of Operating Machines i.e. Photocopy Machines, Printer, Scanner & All New Accessories related to I.T field,
* Ability of handling multiples lines of network & calls,
* Ability of handling clients, customers under work pressure,
* Ability of preparing reports, bills, filing & documenting,
* Ability of learning & working new projects during my career,
* Ability of working under team & leading the team during working hours,

**Computer Skills**

* Conversant with various operating system such as Windows NT, Windows XP, Windows ME, Mac 0SX, Windows 2000, Mac OS, Mac 0S9, UNIX, Linux, AIX, OS/2, DOS, Windows Vista,
* Proficient in use with Office Packages, MS WORD, MS EXCEL10, POWERPOINT,
* Proficient in use with Outlook Express, E-Mails, Internet
* Proficient in use with Photoshop CS3, Adobe PDF File editor, MS PAINT, Coral draw,

**Experience**

* Worked as Supervisor for 1 year at MANFORCE TRADING & CONTRACTING CO W.L.L in Qatar,
* Worked as I.T Technician for 3 years at The Creative Group of Hetauda,
* Worked as Engine Mechanic for 4 years at Mahankal Motor Workshop in Hetauda,
* Worked as Computer Operator for 2 years at S.S.D NEPAL in Kathmandu,

**Job Seeker First Name / CV No: 1822440**

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