**CURRICULUM VITAE**



**BALA GIRI – CV No 2009544**

**Objective**

**Intend build a career with committed and dedicated people, willing to**

**Work as a key player in challenging and create environment and give my maximum effort to the organization for its progress. I will bring in my strong work ethic and my professional attitude to my role.**

**Major strength**

* **Honesty, Dedication and being a team player with co-workers.**

**Education qualification**

* **Xth(S.S.L.C) From Nepal board in2002.**
* **XII from Nepal board in2005.**
* **I.sc(biology) from Tribhuwan UniversityNepal.**

**Technical Qualification**

* **Diploma in computer application in2006.**

**KYESKILLS**

* **MS windows, Microsoft office,Photoshop,Pagemaker, Excel,emailandInternet.**

**Work experience**

* **2 years experience as a SOCIAL WORKER IN HAMRO JIVAN CHILD CARE HOME IN NEPAL.**
* **3 Years work experience as a HOUSE MANAGER IN CHIRL RIGHT NEPAL.**
* **2 Years work experience as a CASHIER CUM ASSIST MANAGER IN SALEEMS RESTAURENT IN INDIA.**
* **3 Years work experience as a MANAGER**

**RESPONSIBILITIES**

* **Recruitment, assessment, and training of new foster cares. Supervision, support, planned and unannounced to the Fostering Panel, Investigations of complaints and allegations, undertaking risk assessments.**
* **Assisting children's social workers, attending reviews, and planning meetings, chairing placement agreement meetings**
* **Observe and monitor children's play activities.**
* **Keep records on individual children, including daily observations and information about activities, meals served, and medications administered.**
* **Instruct children in health and personal habits sick as eating, resting, and toilet habits.**
* **Maintain budget and employee records, prepare payroll, and pay bills, or monitor bookkeeping records.**
* **Ensuring compliance with licensing, hygiene and health and safety legislation/guidelines.**
* **Promoting and marketing the business,Overseeing stock levels,Ordering supplies,Producing staff rotes,Handling customer enquiries and complaints,Taking reservations.**
* **Greeting and advising customers,Problem solving.**
* **Preparing and presenting staffing/sales reports.**
* **Keeping statistical and financial records,Handling administration and paperwork.**
* **Liaising with customers, suppliers,licensing authorities,sales representative's tec.**
* **Ensure the facilities of restaurant are cleaned and properly stocked in accordance to the business volume.**

**PERSONAL DETAIL**

* **Father's name : Shree Thanu Giri**
* **Date of birth : 18th June,1985**
* **Gender : male**
* **Marital status : Married**
* **Nationality: Nepali**
* **Languages : English, Hindi and Nepali**
* **Visa Status:- Visit Visa(Expiry Date-29/03/2017)**

**DECLARATION**

**I hereby certify that the information furnished above is correct and complete to the best of my knowledge.**

**Bala Giri**

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| **BALA GIRI – CV No 2009544**  To interview this candidate, please send your company name, vacancy, and salary offered details along with this or other CV Reference Numbers that you may have short listed from <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  addressing to HR Consultant on email: [cvcontacts@gulfjobseekers.com](mailto:cvcontacts@gulfjobseekers.com)  We will contact the candidate first to ensure their availability for your job  and send you the quotation for our HR Consulting Fees. |