**RESUME**

**JOHN**

**JOHN.335144@2freemail.com**

**Career Objectives:**

To participate & contribute in commercial growth of organization by providing effective & efficient efforts, and in process enhancing overall capabilities of own.

**PERSONAL DATA**:

Date of Birth : December 20, 1995

Place of Birth : Lalitpur, Siddipur -02, (Maha Laxmi sthan – Nepal)

Civil Status : Single

Citizen Ship : Nepali

Height : 5.6’’

Weight : 54 Kg

Sex : Male

Religious : Hindu

**EDUCATIONAL BACKGROUND**:

Elementary : Mount Olive Year: 2009 Completed

High School/Secondary : Mega National College Year: 2014 Completed

Campus /Diploma : Mega National College Year: 2015 BBS 1st year Completed Special Course : Japanese Language

Languages speak : English, Hindi, Urdu, and Japanese as well and Nepali.

**Key Qualification:**

1. Knowledge of Software programs : Windows 2007,window 8.1 windows 10, window explorer, MS -Word, MS-Excel, MS-PowerPoint, Microsoft outlook, adobe acrobat, various scanning software packages
2. All type of photocopying, scanning & Printings.
3. Detail oriented and works with a high degree of accuracy.
4. Typing speed of maximum 70 WPM.
5. Ability to multitask and meet changing deadlines.
6. Self directed and able to complete projects with limited supervision.
7. Maintains staff confidentiality.
8. Ability to understand and adapt to various cultural sensitivities.
9. Excellent time management and prioritization.
10. Excellent oral and written communication skills.

**Working Experience**:

1. 2 Years working experience on online typing job (out sourcing e-commend business since 01st January 2013 to 01st January 2015)
2. Hotel management training
3. Earthquake recovery and career counseling program

**Passport and Visa Details**

Date Issue : 01 January 2016

Expiry Date : 31 December 2025

Visa status : Visit visa ( Transferable)

I hear by above mention all true and behalf of my Full confidence and long term Experience.

John Maharjan

**Post Applied for**: Data Entry / Related Computer operating