### Diwash Email :- diwash.339987@2freemail.com

|  |
| --- |
| **CAREER OBJECTIVE** |
| * Interested to have a challenging profession in any reputed national and international management organization.
* Like to put academic knowledge and experience into practice and to utilize my hidden talent.
* To initiate new ideas and activities in corporate or in any organization.
 |

### Employment History:

### Spinneys Dubai LLC.

**Customer Service Assistant (10 Jun 2016 – Running)**

**Org. Type: Super Market**

- **Assigned Duties / Responsibilities**

- Handling Customer

- Goods display

- Packing

### Sanskriti Infoedge P. Ltd. (My Trip 2 Nepal)

**Account Executive (1st Oct 2015 – 30st May 2016)**

**Org. Type: Travels and Tours**

- **Assigned Duties / Responsibilities**

-Reconciliation Sales and Purchase

- Payment Follow up

- Ageing Report

- Bank Reconciliation

### Rolling Plans Pvt. Ltd.

**Contract Center Representative (22nd March 2015- 23rd Sep 2015)**

**Org. Type**: Call Center of Ncell

- **Assigned Duties / Responsibilities**

-Counseling the unsatisfied customers

- Handling Customer Queries

**Computer Support Center**

**Senior Accountant** (Mar 01, 2012- 30 Dec 2014)
**Org. Type** :Remittance and Computer work

**Assigned Duties / Responsibilities**

-Checking and paying the remittance.

-Counseling with unsatisfied customers

-Keeping records of transactions & cash closing.

- Analysis of Transaction

- Bank Reconciliation

### -Working as a computer operator for simple Hardware and software issue.

**Qualification**

| **Degree** | **Majors** | **Institution** | **Board** | **Percentage** | **Year (A.D.)** |
| --- | --- | --- | --- | --- | --- |
| Graduation (BBS) | Finance | Nepal Commerce Campus | T U | 54% | 2015 |
| Intermediate | Business math | Vijaya Memorial H.S. School | HSEB | 59.30% | 2012 |
| SLC | Opt. Economics and Education | Ratna Secondary School | Board of Nepal | 50.64 % | 2005 |

### Personal Information

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|  |  |  |
|  |  |  |
| Nationality | : | Nepalese |
| Gender | : | Male |
| Date of Birth | : | 10 Nov,1989 A.D |
| Marital Status | : | Single |
|  |  |  |
|  |  |  |
| Religion | : | Hindu |
|  |  |  |
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### Career and Application Information:

|  |  |  |
| --- | --- | --- |
| Preferred Job Location | : | Abu Dhabi |
| Preferred Industry Type | : | Banking/ Insurance/Financial Services /Sales |
| Preferred Job Category | : |  Accountant, Cashier, Computer Operator etc. |
| Preferred Position | : | Entry Level |
| Years Of Experience | : | 4 years |

|  |  |  |  |
| --- | --- | --- | --- |
| **Languages** | **Writing** | **Reading** | **Speaking** |
| **Nepali** | Excellent | Excellent | Excellent |
| **English** | Very Good | Excellent | Very Good |
| **Hindi** | poor | Good | Very Good |

**Trainings:-**

* **Computer Application**
* **Graphic Design**
* **Accounting Package**
* **Hardware and Software**