**Amit**

**C/o-Mobile: +971504973598**

**E-mail :amit.340867@2freemail.com**

* **CAREER OBJECTIVE**

To attain divergent identity in the corporate world by using my technical expertise and leadership qualities, further sharpening my skills through learning as well as to utilize my optimum efficiency with professional approach and proving my worth to the organization.

* **ACADEMIC QUALIFICATIONS**

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| **EXAMINATION** | **UNIV./BOARD** | **YEAR OF PASSING** | **PERCANTAGE** |
| BBA | Pokhara University (PU) | 2015 | 67.36% |
| 12th | HSEB | 2009 | 60.10% |
| 10th | Nepal Board | 2007 | 54.00% |

**MAJOR TRAININGS AND SHORT COURSES:**

1. A six months training on “**MS-OFFICE APPLICATIONS**”, from Siddartha Computer Institutes, Kathmandu, Nepal

**WORKING EXPOSURES**

* **MARKETING**
* Worked as Sales Representative in Artic Cosmetics Pvt Ltd(Nepal)
* Worked as Sales officer in Silent Valley
* Worked as summer intern at Linch Stock Market Pvt. Ltd. New Baneswor, Kathmandu,Nepal ((Internship Program)
* **ACCOUNTING SERVICES**
* Prepared financial statements of companies as per financial reporting framework
* Various compliances as per Companies Act, 2013 and maintaining books of accounts in computerized form
* Made reconciliation statements like bank, debtors, creditors etc.

**KEY DELIVERABLE**

* Project head on **“**A STUDY OF LIQUIDITY ANALYSIS OF NEPAL INVESTMENT BANK
* Giving recommendations on internal control, cost reduction and process improvement of company.

**PERSONAL SKILLS AND COMPETENCES**

* E-mail, Internet, MS-Word, MS-Excel, Power Point, Tally ERP-9 etc.
* Comprehensive Leading ability, efficiency in making presentations.
* Full of Enthusiasm and energy with a respect over criticality of time.

**SPECIAL SKILLS**

* Experience in conducting subject related projects.
* Experience in working at intercultural dimensions, ability to take initiatives and work independently or as a part of a team and organization.
* Excellent Communication skill to present points precisely and clearly.

**VISITS**

* Educational tour of BIRATNAGAR to visit different industries (1 week).
* **PERSONAL DETAILS**
* Date of Birth : 24th June,1990
* Marital status : Married
* Language Known: English, Hindi, Nepali.

**PLACE: SHARJAH,UAE Amit**