** CURRICULAM VITAE**

 **SANJAYA**

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 Email: sanjaya.343576@2freemail.com

**CAREER OBJECTIVE:**

 I am looking for a position in a company where I enjoy work in the competitive and dynamic environment to utilize my potential and skills to enhance the company business

**PERSONAL DETAILS:**

Date of Birth: 11th Sep. 1993

Nationality: Nepali

Sex: Male

Marital status: Single

Religion : Hindu

Language known: English, Hindi ,Nepali

Visa Status: Visit Visa

**EDUCATIONAL QUALIFICATIONS:**

 10+2 in commerce

**PASSPORT DETAILS:**

Date of Expiry: 26th Dec. 2022

Place of Issue: Nepal

**WORK EXPERIENCE:**

* Working as a Data Entry Operator in Family Food Centre, Qatar since January 2014. Work involves daily price change as per as baladiya prices. ordering the foreign purchase for vegetable , preparing the daily sales report of the company and other more for 1 year
* Work involves posting the purchase invoices , preparing the returned voucher and arranging the invoices at receiving section at same company for 1 year
* Two year experience as assistant account in Bhimad Saving & Credit Co-Operative ltd. work involved creating the saving account, posting the customer's saving amounts, withdrawing, preparing the loan papers.
* Cashier at Big Mart for one year in Nepal
* Two years experience in salesman at Bhatbhateni supermarket ,Nepal

**Computer Literacy:**

* Well versed MS excel, MS word, MS Access, Power Point
* Proficient in Corel Draw and Photoshop
* Efficient in internet, emailing
* Tally 9.2

**PERSONAL STRENGTH:**

* Responsibility in Duty
* Self confident , Sincerity, Hard Work, Punctuality.
* Responsible for all aspects of the day to day running of the filing, report writing and invoicing jobs
* Provide general information to the customers
* Adaptable, Good Communication skills, Enthusiastic and Practical

**DECLARATION:**

I hereby declare that the information mentioned above is true to the best of my Knowledge.