PERSONAL INFORMATION

Dilli

[Dilli.346367@2freemail.com](mailto:Dilli.346367@2freemail.com)

JOB APPLIED FOR

**Sales Representative/Account Manager**

07/01/2007–Present

**Internal Auditor** and sales associate professional

Handicrafts & Agricultural Services Nepal

Pvt. Ltd. , Bhaktpur, Balkot 7 (Nepal)

Finance and Internal Management and

Customer relation development.

21/08/2005–30/12/2006

Accountant

Panchyan Garmin Bikash Pvt. Ltd. , Koteshwor, Kathmandu (Nepal)

Budgeting, inventory control, accounting, daily report and bank accounts.

04/02/2003–20/08/2005

Accountant

Lotus Knots Pvt. Ltd , Sitapail, Kathmandu (Nepal)

Budgeting, inventory control, accounting, daily report and bank accounts.

03/02/2001–05/12/2002

Health Club Attandent

Godvari Village Resort , Lalitpur, Amarabati, Toukhel,12446 (Nepal)

EDUCATION AND TRAINING

12/08/2013–04/04/2014

Basic Social Health Training

Copenhagen Municipality , Strandlodsvej 44, 2300 kbh. S (Denmark)

How to care elder people and kids, what types of problems they are facing and what are the solutions.

11/07/2011–20/12/2013

Danish Language For International People

IA Language Center , Hejrevej 26 (Denmark)

Danish language writing, listening, speaking, reading etc.

03/12/2005–05/01/2008

Master´s in Business Study Tribhuvan University (Nepal Commerce Campus) , New Baneshwor, 2465 Kathmandu (Nepal)

Management Accounting, Management Finance, Tax , Marketing, and Research.

03/03/2001–05/01/2004

Bachelor in Business Study (BBS) Tribhuvan University (Nepal Commerce Campus) , New Baneshwor, 2465 Kathmandu (Nepal)

Accounting, Finance, Auditing, Marketing etc

08/07/1998–16/04/2000

Higher Secondary (10+2)

Projjwal Collegiate Academy , Gauradaha 3, Jhapa (Nepal)

03/04/1986–05/04/1997

School Leaving Certificate (SLC)

Janata Secondary School , Gauradaha 3, Jhapa (Nepal)

PERSONAL SKILLS

Mother tongue(s) **Nepali**

Other language(s

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Other language(s) | UNDERSTANDING | | SPEAKING | | WRITING |
|  | Listening | Reading | Spoken interaction | Spoken production |  |
| English | B2 | B2 | B2 | B2 | B2 |
| Danish | B1 | B1 | B1 | B1 | B1 |
| Hindi | B2 | B2 | B2 | B2 | B2 |

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user , Common European Framework of Reference for Languages

Organisational / managerial skills

My work experience, professional background and extra-professional activities have their roots in my dedication toward social change, to the improvement of human economic life conditions and developing the societal mentalities in order to live together in a better Econmy. During the studies at the TribhuvanUniversity (TU) – BUSINESS MANAGEMENT, I chose to gain theoretical knowledge in the Management and Business communities. During my undergraduate and graduate studies Iattended several trainingfrom other companies and organizationsin order to improve my abilities in this above-mentioned direction: Accounting courses andas a professional accountant. And interactionProgramme on vat and tax related issued. In the same time, during my studies, I have worked with several Companies and organizations as an accountant and health club attendant . Having more than 5years work experience in different positions I proved my abilities in interpersonal skills and flexibility and I gained the experience in understanding the Businesss reality, in 2007 by using this experience in my subsequent work in the field of business areamy work has been improvedme as a owner of a company named **Handicrafts & Agricultural Services Pvt. Ltd.**

**Job-related skills**

Responsibility, Self-respect and self-reliance Strong referential values of fairness, equity and dignity, Ability to establish and maintain good working relations with people of different national and cultural backgrounds, Ability to live and/or serve in hardship locations

**Technical and Practical Abilities in Desk Equipment.**

**Excellent Computer Proficiency**, in:

**Editing**: Microsoft Word, Microsoft PowerPoint, AdobeAcrobat(Writer/Reader)

**Databases**:Microsoft Excel, TALLY, FACT (Accounting software)

**PC Operation Systems**: Windows 2000, Windows XP

**Networking**: OutlookExpress, MicrosoftOutlook, HTMLScript, NetscapeComposer