***C U R R I C U L U M    V I T A E***

**BASNET**

[Basnet.353685@2freemail.com](mailto:Basnet.353685@2freemail.com)

**OBJECTIVE:**

To work for a well-established organization, that offers professional

 Development, Growth, Potential and Further provides academic training and experience

 To benefit the employer and Advance my career by rendering a good service.

**PERSONAL DETAILS:-**

* Date of birth :  23-Dec-1992.
* Nationality :  Nepali
* Gender : Male
* Marital status :  Single
* Current address : Abu Dhabi, Mussaffah-43 (UAE)
* Languages                   : Nepali, English, Hindi and Urdu.
* Hobbies                                   : Reading Books, making friends and playing cricket.

**Summary Of Strength:**

* Ability to work hard efficiently.
* Ability to infuse fresh and innovative ideas into process/working.
* Good and obedient team player.
  + Ability to learn modern concepts within a limited period.
  + Excellent communication and interpersonal skills, with ability to develop cohesion in group through team work and resourceful ideas.
  + Multilingual with proficiency in English, Nepali, Hindi & Urdu.
  + Achieving the Targets assigned on time.

**WORK EXPERIENCE:**

* **2014-Jun-03 to till this date**:

**Running 3 year** working as **Admin Assistant** + **Material controller** in “**YOUNCHANG ENGINEERING CO., LTD**" UAE, Abu Dhabi, BNPP (Barakah Nuclear Power plant)

Project.

**-** **Duty & Responsibility:**

All Workers Visa processing.( work permit, entry permit, New labor card, health insurance card, RP Visa, Salary Account etc.. )  
Documentation, data entry, document filing, office maintenance, Petty cash, Purchasing Material for site (BNPP) Barakah Nuclear Power Plant (Online).  
All Workers time sheet making with my senior administrator and Salary uploading through UAE exchange.

**Technical knowledge :**

### Computer Software, Hardware and Networking Diploma: From [Indira Gandhi Computer Saksharta Mission](http://igtiindia.org/), Chandigarh , Sector-45, India. :

- Fundamental of computer, Ms-Dos, Windows XP, 7, MS Office package , E-mail, Internet, Ms-Access, Page maker, Concept of Electricity and Electronics, Computer Assembling, Maintenance Troubleshooting, Installation of Operating system :-Windows XP-3, XP-7, 7,8, 10, Installation of Software, Network Essentials, protocol, Concept of Remote Desktop, Concept of IP Address.

* **Accounting package : Tally ERP 9 and Quick books plus** *(online)* **:** From **Concert Computer Institute** Tulsipur, ‘5’ Dang Nepal

**ADDITIONAL LICENSES AND CERTIFICATES**

Issued Place: Abu Dhabi

Issued date: 14-Oct-2016

Expiry date: 13-Oct-2026

**Qualification:**

* SLC (10th) -From Great Araniko English high secondary Boarding school tulsipur, dang Nepal.
* +2 - From Rapti vidhya Mandir, tulsipur, dang Nepal.

**Declaration:**

I am an enthusiastic, ready to relocate and adaptable to all surroundings with strong technical background and I would like to associate and involve myself with my own discipline in this fields, which I hope it can give me the potential growth and also job satisfaction.

**I hereby declare that the information mentioned above is true to the best of my knowledge and belief.**

Thank you,