**Curriculum vital**

**Daktar**

**Daktar.362033@2freemail.com**

**Personaldeals:**

Date of birth:29th January 1989

Nationality: Nepal

Sex:male

Religion:Hindu

**Education Qualification**

**S.L.C** (School Leaving Certificate) forSecondary Education Board of Nepal.

Dhading,Nepal

Year of passing:2004 AD

**+2 level** (faculty of management)from Higher Secondary Education Board, Kathmandu,Nepal

Year of passing:2009 AD

**Bachelor of degree**(subject of accountancy)from Tribhuwan University.

Kathmandu Nepal

Year of passing:Running

**Work experience:**

Company:scope computer institute,Dhading,Nepal

Period:from 20th January 2010 to 26th august 2014

Position:office assistant,computer instructor,computer hardware and software technician

**Responsibilities:**

Maintaining of time sheets of all students.

Assistant to administration officer for tracking files and filling of documents.

Teaching basic course,graphic designing,basic computer hardware and especially Accounting (tally 9.0, fact and MS Database) courses.

Maintaining of computer hardware and software problem.

Sales and purchase dealing with customer for selling computer parts and computer set.

**Knowledge,skills and abilities:**

Experience in personal training and development.

Organizing administrative inter-office document cycle.

Providing reports to management when needed.

Willing to accept responsibility.

Good typing speed.

Energetic and work under pressure and deadlines.

**Practical knowledge**

I**T:** computer literate, strong background in windows ME/2000/XP/windows 7/8, MSoffice (word,excel,powerpoint), graphic designing (adobe pagemaker,adobe photoshop, micro media free hand and coral draw) Accounting package (tally 9.0, fact accounting,MS database 2007 with MS access)advance computer hardware and networking,multimedia,utilities and Email internet.

**Language:**

Nepali (mother tongue)

Proficient in English,

Hindi

**Additional:**

Pleasing personality,presentable and very good interactive skills.

Capable of working in a team environment and under pressure.

Willing to travel and work for extended hours when needed.

Energetic,self motivated and excellent communicational skills.

Good knowledge in management,accounting and marketing.

Excellent oral and written communicational skills.

**Hobbies:**

Computers,reading literature books,social service,travelling etc.

**References**:

Will be provided on request.

**Declaration:**

I hereby solemnly declare that information furnished above is true, complete and correct to the best of my knowledge and belief.