Hum

Hum.363145@2freemail.com

**Personal profile**

I am a hard worker with good communication skills who works effectively in a team and has the ability to meet deadline. I am a matured personality and am looking for new challenge where I can use my existing skills and further develop my carrier.

**Objective** Sales Executive Office Assistant Human resource

 Marketing Hospitality Administrative

**Skills Summary** Customer service Administration Oral/Written Communication

 Microsoft Word/excel Problem Solving Research & Analysis

**Training** Computer Training (M.S. Dos, M.S. Word, M.S. Excel).

 Leadership and announcement training held in Kathmandu

 Second Dan Black Belt in Taekwondo Game.

**Work History**

* Full Time 2 years as an Operative Warehouse in Fiver London UK ( 2014-2016).
* Part Time 5 years as an office assistant in Fusion Personnel Limited in UK (2009-2014).
* Full Time 3 month as a Buffet person in Peachy keens UK (Live Buffet) (2012).
* Full Time 6 month as a chef in Scheff food Company in UK (2012).
* Part Time 1 year guest service assistant in East & west restaurants in Birmingham UK (2011).
* Full Time 6 months as a Field supervisor in PAF Nepal (2008)
* Full time 6 months as a data collection on World Banks programme in Nepal. (2008).

 **Academic Qualification**

* *Title of Qualification:* Master Of Business Administration (MBA) 2012.

 *Awarded institution by:* ***Birmingham City University, Birmingham (UK).***

* *Title of Qualification:* BTEC Advance Professional Diploma September 2010.

 *Awarded institution by:* ***Edexcel, London (U. K.).***

* *Title of Qualification:* Master’s Degree in Social Science (M.A.) 2009.

 *Awarded institution by:* ***Tribhuvan University of Nepal.***

 **Available: Full Time.**

 **Reference: Available as per request.**