****Curriculum Vitae**

***Nirmala***

***Nirmala.364250@2freemail.com***

***OBJECTIVES:***

*To pursue a dynamic and challenging career with an organization of repute, this gives value addition to the organization as well as offers opportunity to enhance professional skills while getting a high level of satisfaction****.***

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***PROFESSIONAL EXPERIENCE:***

***-ORGANISATIPN NAME- NOBEL IMPORT EXPORT ,KATHMANDU,NEPAL.FOR 2 YEARS***

***-BHUWANESHWORI EXPORT PVT LTD , KATHMANDU, NEPAL FOR 1 YEAR***

* *Worked as an accountant in Nepal.*

*RESPONSIBILITIES:-*

*- Preparing day book and maintained*

*- Preparing ledger*

*- Preparing cash book*

*- Preparing cheque*

*- Cashiering*

*- Billing vouchers,invoice preparation*

*- Worked according to the soft ware of the company*

*- Inventory management*

***-HIGHER SECONDARY SCHOOL ,CAMBRIDGE INTL SCHOOL , KTM ,NEPAL FOR 3 YEARS***

***-HIGHER SECONDARY SCHOOL,NEW FLORENCE INTL BOARDING SCHOOL, KTM, NEPAL FOR 1 ½ YEAR***

* *Worked as a teacher.*

 *- taught as lower secondary teacher*

***-HANSOL MONTESSORI KTM, NEPAL***

* *Worked as a receptionist .*
* *Handled administration*
* Customer service

***-TELEMARKETING***

* *Worked at call center for*
* *Customer service.*

***ACADEMIC PROFILE:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***S.R*** | ***Level*** | ***Year*** | ***Board*** | ***School/ College*** | ***Division*** |
| *1* | *S.L.C.* | *2003* | *H.M.G* | *Prithwi Secondary Boarding School**Kathmandu* | *2nd* |
| *2* | *+2* | *2007* | *H.S.E.B* | *National Open College, Kathmandu* | *2nd* |
| *3* | *B.B.S* |  | *T.U* | *Janamaitry Multiple, College, Kathmandu* | *Waiting for result* |

**TRAINING AND SKILLS:**

* Beautician course
* Waitress: Food & Beverage
* Talley
* Basic computer course: Microsoft office word , Microsoft Power Point,

Microsoft Excel,Photoshop

**LANGUAGE SKILLS:**

Fluent in English ,Hindi and Nepali