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| CURRICULUM VITAE |  |
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| PERSONAL INFORMATION |  |
| First name / Surname  | KUMAR.364275@2freemail.com KUMAR  |
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|  Academic QualificationS**Dates**Name and type of organisation providing education and trainingTitle of qualification awardedPrincipal subjects/occupational skills covered **Dates**Name and type of organisation providing education and trainingTitle of qualification awarded**Dates**Name and types of organisation providing education trainingTitle of qualification awarded |  2005 – 2008**Capital College And Research Centre, Balkuamari, Kathmandu (TU)****Bachelors of Business Studies** Finance  2003 – 2005**Welhams College, Jwalakhel, Kathmandu ( TU)** **Intermediate (HMG)**2003**Adarsha Janapremi English Mavi, Kaushaktar, Bhaktapur****School Leaving Certificate (HSEB)** |
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|  WOK EXPERIENCES 2014-2016 Position held Type of business or sector Main activities and responsibilities |   **Dakshankali Investment Securities Pvt.Ltd.** **Cashier**Investment Pvt. Ltd* Maintain Daily Day book and collect Cheque and Cashes which comes in office.
* Entry the journal vouchers and record in to the ledger.
* Update bank statement of office day by day.
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|  2007-2014   Position held Type of business or sector Main activities and responsibilities 2005-2006 Occupation or position held Main activities and responsibilities |  **Universal Institute Of Advanced Studies & Research Pvt. Ltd** Kamaladi, Ganesthan, Kathmandu **Administrative officer** Institute* Coordinate with PG, MBBS, BDS and other paramedical students
* Corresponding all related work of this institutional to government or non-government offices

  **Global Tech Pvt. Ltd**, Basundhara, Kathmandu, Nepal **Marketing executive*** Prepare work plan of the organization and assist in effective implementation of the plan.
* Analyze market scenario and coordinate for development of new products and services.
* Assist in administrative and financial operations of the organization.

 Coordinate and facilitate various clients and stakeholders |
| TRAINING/CERTIFICATION June 2012 – August 2012 2009 March 17 – march 20  September 2004 – October 2005 |  **Dabur Nepal (P) Ltd,** Tinkune, Kathmandu, Nepal Intern in **Finance And Accounts Department*** Conducted exploratory research on “Dealer’s financial credit note transaction.”

 **American Life Insurance Company, Nepal*** Agent’s Training

 **Improvisation Computer Institute*** Completion of 6 months course of diploma in computer
* Completion of 3 months course of basic in computer

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| **PARTICIPATIONS** | * Entrepreneurship skill development
* Business Plan Development
* Participated in HRM skill development activities
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| Personal skills and competences |  |
|  |  |
| Mother tongue(s) | Nepali |
|  |  |
| Other language(s) | Hindi, English |
| Self-assessment |  | Understanding | Speaking | Writing |
|  |  | Listening | Reading | Spoken interaction | Spoken production |  |
| Hindi |  |  | Excellent |  | Excellent |  | Good |  | Good |  | Good |
| English |  |  | Excellent |  | Excellent |  | Excellent |  | Excellent |  | Excellent |
|  |  |
|  |  |
| Social skills and competences | Team SpiritAdjust quickly to changing prioritiesExcellent Communication skillsSense of We feeling |
|  |  |
| Organisational skills and competences | Ability to work independently with limited supervisionAble to work under great pressureQuick grasper |
|  |  |
| Technical skills and competences **Awarded** | Good Command of leadership Good presentation skills **Letter Of Appreciation*** For securing Distinction in Accountancy of class 11
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