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| CURRICULUM VITAE | |  | | | | | | | | | | | | |
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| PERSONAL INFORMATION | |  | | | | | | | | | | | | |
| First name / Surname | | [KUMAR.364275@2freemail.com](mailto:KUMAR.364275@2freemail.com)  KUMAR | | | | | | | | | | | | |
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| Academic QualificationS  **Dates**  Name and type of organisation providing education and training  Title of qualification awarded  Principal subjects/occupational skills covered  **Dates**  Name and type of organisation providing education and training  Title of qualification awarded  **Dates**  Name and types of organisation providing education training  Title 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. | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | |
| **PARTICIPATIONS** | | * Entrepreneurship skill development * Business Plan Development * Participated in HRM skill development activities | | | | | | | | | | | | |
| Personal skills and competences | |  | | | | | | | | | | | | |
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| 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 |
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| Social skills and competences | | Team Spirit  Adjust quickly to changing priorities  Excellent Communication skills  Sense of We feeling | | | | | | | | | | | | |
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| Organisational skills and competences | | Ability to work independently with limited supervision  Able to work under great pressure  Quick grasper | | | | | | | | | | | | |
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| 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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