****CURRICULAM-VITAE

**NAME: DIPESH**

**DIPESH.371597@2freemail.com**

**Personal Profile**

Gender: Male

Date of Birth: 1984, Oct 14th)

Marital Status: Single

Nationality: Nepali

Religion: Hindu

Languages: Nepali, English, and Hindi (Written and Spoken)

**Academic Qualification**

 **1. Bachelor of Business Studies (B.B.S)**

Institution: Nepal Commerce Campus, Kathmandu, Nepal.

Board: Tribhuvan University (T. U)

Date of Completion: 2007 A.D

 Division: 2nd

  **2. Intermediate in Commerce (I. Com)**

Institution: Makawanpur Multiple Campus, Hetauda, Nepal

Board: Tribhuvan University (T. U)

Date of Completion: 2002 A.D

Division: 2nd

 **3. School Leaving Certificate Examination (S.L.C)**

 Institution: Bijay Memorial Ma. Vi. Kathmandu, Nepal.

 Board: HMG

 Date of completion: 2000 A.D

 Division: 1st

**Experiences**

**1. Teaching:** 2yrs in Lower Secondary Level as an English and Social Studies teacher.

**2. Junior Officer/Account Officer:** From September 2005 to March 2009 in **Batas Associates Pvt. Ltd.** Kathmandu, Nepal. BATAS is a Private Ltd. Company engaged in Refinancing on Hire Purchase on Limit provided reputed Banks of Nepal also a principal agent of HIMAL REMIT.

The Job Activities Includes:

1. Customer leading in respect of Business Development.
2. Handling of Software for Accounts, Loans and Limit, Software has been developed by Local Professional of Nepal. Further Report Generate Form Software and several software maintenances was being done by me.
3. Leading for fledged job of Cashier.
4. On Occasional basis engaged in Recovery of Loans.
5. Other Activities as per request of Management.
6. Handling of web based Remittance Software for Operation of Remittance Business. Software has been developed by Local professional of Nepal.

**3. Marketing / Account Officer:** From June 2010 to February 2013 at **Radio Planet 89.1 MHz** Chautara, Nepal as Marketing Officer and as Account Officer from February 2012 to January 2015.

The Job Activities Includes:

1. Assist and provide support to marketing manager.
2. Make approach and communicate with targeted business firms and companies and manage relationship with them.
3. Manage sourcing advertising opportunities and placing adverts in the press - local, regional, national and especially in radio.
4. Support and help to prepare financial statements, financial status and analysis reports for management.
5. Prepare, verify and authorized daily reports and vouchers as established and statutory accounting standards.
6. Carry out reconciliations of bank accounts, accounts, general ledger and sub ledger.
7. Manage and maintain accounting records for the preparing annual budget and reports.

**4. Senior Executive Officer:** From March 2015 to November 2015 at **Batas Investment Co. Pvt. Ltd.** Kathmandu Nepal. A sister concern of BATAS is an organization which has its nationwide chain business dealing with Automobiles, Automobile parts, Hydropower, Remittance and Re – finance.

The Job Activities Includes:

1. Analysis and conduct the customer residence and business visit for the Hire Purchase loan.
2. Collect the documents from customers for further hire purchase loan process
3. Prepare the credit appraisal form and execute loan documents and secret paper related to customers.

**5. Team Leader:** From November 2016 till now at **Advance Environmental Services.** Currently deployed at Higher College of Technology, Al Ruwais, Abu Dhabi UAE.

 The Job Activities Includes:

1. To improve service and ensure more efficient operation.
2. Assigned workers their duties and inspected work for conformance to prescribed standards of cleanliness.
3. Supervising cleaning staffs, scheduled work hours and resolved conflicts.
4. Preparing daily work reports.
5. Follow up Cleaning Schedule (Daily, Weekly, Monthly)
6. Managing a stock control and ordering system to ensure availability of stocks and cost control to maintain cost to a minimum.
7. Trained and managed all staffs in more efficient and preventative cleaning and achieved significant improvements in their productivity.