**CURRICULUM VITAE**

**YOGRAJ**

**YOGRAJ.372224@2freemail.com**

**CAREER OBJECTIVE**

**To seek a career in a dynamic and growth oriented institution/organization which provides opportunities for career growth where I can effectively apply myself, contribute my knowledge , my skills and abilities and learn more in field involved.**

**PERSONAL ATTRIBUTES**

* **While demonstrating my personal attributes, loyalty takes the first place followed by my confidence and perseverance. I am also a hard worker and a very fast learner with good communication and team skills.**

**PERSONAL DETAILS**

**Date of Birth : 23/06/1986**

**Sex : Male**

**Marital Status : Single**

**Nationality : Nepali**

**Health : Excellent**

**ACADEMIC QUALIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.N** | **Level** | **Board/ University** | **Year**  |
| **1** | **M.B.S** | **Tribhuvan University** | **2016** |
| **2** | **Bachelor** | **Tribhuvan University** | **2009** |
| **3** | **Intermediate** | **Higher Secondary Education Board** | **2005** |
| **4** | **S.L.C.** | **SLC board Nepal** | **2003** |

**SKILLS**

**Excellent interpersonal communication skills**

**Good leadership and human management skill**

**Time efficient systematic working methodology**

**Rapid adaptability of new problem solving and locations**

**Efficiency in spoken and written English and Nepali**

**TRAININGS**

**Taken 5 months’ computer based software training to make sufficient knowledge MS DOS, MS- Word, Excel, E-mail and internet , Fluent in English typing.**

**Basic Data Base Designing and Tally**

**General Banking course from KFA**

**Personal Development training from DIS- Nepal**

**PROFESSIONAL CAREER**

**April 2015-**

**Till date**

**Position: Assistant Manager**

**Company: Hotel Kamal**

**Responsibilities include:**

* **Make sure employees perform a variety of tasks, from preparing the food, stocking supplies, serving, charging people for their food, handling cash credit cards and a cash registers, greeting customers and answering the questions of the customers.**
* **Willingness to learn new things**
* **Ability to store up the image of the company**
* **Ability to complete the task in given time**
* **Skill in handling large volume of work**
* **Ability to handle pressure of works**

**April 2013-**

**2015**

**Position: Accountant**

**Company: Prudent Meditech International**

**Responsibilities include:**

* **To be a part of the account team, responsible for maintaining a well-organized and accurate accounting function.**
* **To manage day to day operations of the account department.**
* **To manage account payable and account receivable through cash, cheque, voucher in a timely manner.**
* **To maintain spreadsheets for monitoring and analyzing accounting data and financial report.**
* **To prepare table of accounts and assign entries to prepare accounts to ensure proper accounting methods, principles and policies.**

**LANGUAGES KNOWN**

**To read and write : English, Hindi and Nepali**

**To speak : English, Hindi and Nepali.**

**INTEREST**

**Photography, Travel, Playing Games, Visiting Exhibitions, Attending various Conferences and workshops**

**DECLARATION**

**I hereby declare that the information given above is true and correct to the best of my knowledge.**