**CURICULUM VITAE**

**Career Objective:** **Keen for the proper utilization of the knowledge & experience (acquired through previous jobs) and enhancement of the same for better career prospective and personal development.**

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1. **Name: Sunil**
2. **Email:** **sunil.294156@2freemail.com**
3. **Date of Birth: 13th October 1973**
4. **Religion: Buddhism**
5. **Nationality: Indian**
6. **Academic Qualification: B.A (Pass)**
7. **Extra Qualification: i) Diploma in Computer Application**

 **ii) Diploma in English Typing**

1. **Work Experiences:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Field of Work** | **Place of Work** | **Designation /****Job Title** | **Duration of service** | **Nature of Responsibilities** |
| **1** | **Aviation Security** | **Dubai International Airport** | **E.T.D Operator** | **Since 9thDec. 2014** | **1. Customer Relation****2. E.T.D. Machine Operating** |
| **2** | **School Management & Administration** | **Nepal** | **PRINCIPAL** | **4 years- 15th May 2011 to 6th Dec. 2014** | **1. School Management And Administration****2. Teaching****3. Customer Relation** **4. Advertising & Marketing****5. Interviewing and Recruiting Staff****6. Counselin*g*** |
| **3** | **Teaching & School Administration** | **INDIA** | **Vice Principal** |  **5 years** | **1. Teaching****2. Secretarial and Administrative works****3. Customer Relation** **4. Coordinating between the Management and the staff.** |
| **4** | **H.R. Coordinator** | **INDIA** | **Coordinator** | **1 Year** | **1. Consultancy****2. Career Counseling** **3. Marketing & Customer relation** |
|  |  |  |  |  |  |

1. **Languages Known:**

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|  | **Reading** | **Writing** | **Speaking** |
| **English** | **Excellent** | **Excellent** | **Excellent** |
| **Hindi** | **Excellent** | **Excellent** | **Excellent** |
| **Nepali** | **Excellent** | **Excellent** | **Excellent** |