**CURRICULUM VITAE**

**CONTACT INFORMATION**

**Saurav Bist**

**Amargadhi-04, Dadeldhura**

**Mobile no: 9869905959**

**Email:** [**sauravbist92@gmail.com**](mailto:sauravbist92@gmail.com)

**Personal Details:**

Date of birth : 2059-06-08

Father’s Name : Karn Bahadur Bist

Mother’s Name : Anju Devi Bist

Nationality : Nepali

Marital Status : Single

Sex : Male

Language Known : Nepali, Hindi, English

Permanent address : Amargadhi-04, Suneda, Dadeldhura, Nepal

**TEMPORARY ADDRESS** : Anamnagar-29, Kathmandu, Nepal

**Educational Attainment**:

* SEE(Secondary Educational Examination) Government of Nepal from **Shree Bhagwati Seconadary Boarding School Kirtipur Dadeldhura**
* HSEB(Higher Secondary Education Board) form **Shree Gyanodaya Vidya Niketan Dadeldhura**
* TU(Tribhuwan University) yet studying BBS-Third year (Bachelor of business studies) at **Nepal Commerce Campus**(NCC)

**Educational Status**:

|  |  |  |  |
| --- | --- | --- | --- |
| **S.N** | **Organization** | **Levels** | **CGPA** |
| 1 | **Shree Bhagwati Seconadry school Kirtipur,** Dadeldhura | SEE | CGPA(2.85) |
| 2 | **Shree Gyanodaya Vidya Niketan,** Dadeldhura | HSEB  (Management) | CGPA(2.67) |
| 3 | Still studying BBS at **Nepal Commerce Campus,** Kathmandu | Bachelor Third Year | \_\_\_\_\_ |

**SKILLS:**

* Customer Service Skills
* Excellent Communication skill in Nepali and English
* Ability to rapidly build relationship and set up trust
* Confident and Determined
* Basic computer knowledge including( English Typing, Nepali Typing, MS word, Excel, Power point)

**Training:**

1. **Accounting Training**

* **Manual accounting**
* **Salary Sheet**
* **Income Tax**
* **TDS**
* **VAT**
* **Vouchers**
* **Tally**
* **Credit Note**
* **Vouchers**

**DECLARATION:**

I hereby declare that all the details furnished above are correct to best of my knowledge.