



Aashish karki

kathmandu
baneswor

E-mail: aaahish.ak@gmail.com
Phone: 9840128610

OBJECTIVE

Seeking for a challenging position in a organization where I can enhance my skills and strengthen them in conjunction with Organization's goals. A self-motivated achiever with an ability to plan and execute.

WORK EXPERIENCE

Santi Overseas Pvt.Ltd

Personal Relation Officer

- Performed general office duties and administrative tasks.
- Manipulate client by solving there issues .
- Managed the internal and external mail functions.

QUALIFICATIONS

- Commercial Activities High Flexibility Cross Functional Coordination Co-curricular Activities Group Working Analytical Skills Liaison/Public Relations Time Management Problem Solving Skills Strong Interpersonal Skills Team Leadership

EDUCATION

BIM

Nepal commerce campus(TU)

2018 — Running (6th semester)

+2

Triton International college

SLC

udaysai higher secondary school ,udayapur.

INTERESTS

Music, Reading, Coding, interacting

PROFESSIONAL SYNOPSIS

A highly competent, hard working and results-oriented person with excellent & hard earned skills in an organization. A self starter and creative problem solver within a time bounded time frame. An effective communicator with proven ability to build strong customer and personnel relations and well developed leadership qualities. High level of initiative in curriculum related as well as extra-curricular areas. Outstanding communication skills, verbal as well as written coupled with exceptional presentation skills with the ability to perform above expectations.

REFERENCES

References and verifying documentation furnished upon request

