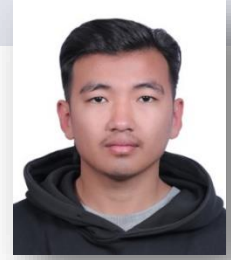


# Abinash Kunwar

## PERSONAL DATA :

- Name : Abinash Kunwar
- Gender : Male
- Date of Birth : 26<sup>th</sup> July 2002
- Nationality : Nepali
- Marital status : single
- Temporary Address : Samakhusi-29, Rehdon, KTM, Nepal
- Birth Place : Mahabharat Gaun Palika-6, Goltar, Kavre, Nepal
- Phone number : +977-9866402706
- E-mail : [kunwarabi642@gmail.com](mailto:kunwarabi642@gmail.com)
- Git-hub : <https://github.com/Abinash-kunwar>



## ABOUT ME :

My name is Abinash Kunwar originally from Nepal. I am 21 years old. I used to work as a front office executive at B&B Gautam Enterprises Pvt.Ltd. While working at B&B Gautam Enterprises Pvt.Ltd, I mainly used MS-Word, Excel and Powerpoint for data management. Also, I am very familiar with VS Code. Now I'm doing the B2 course at the Goethe Center. In addition to learning German, I am also learning Javascript programming. I also trained at "Life Computer" and learned C++, HTML and CSS from college. Last month I completed the DSA(Data Structure and Algorithm) course with C++.

## DIGITAL COMPETENCES:

Microsoft Office / C++ / Javascript / HTML / CSS / PYTHON

## TRAINNING & EXPERIENCE :

- MS Office (Word, Excel, PowerPoint,), Adobe Photoshop cs3/cs5, Freehand, HTML/XHTML, JavaScript, JQuery, Bootstrap, Basic PHP and Basic Hardware-Computer.
- Graphic and Web-Design course (2. April 2018 – 2. July 2018)
- Worked as Front Office Executive at B&B Gautam Enterprises PVT.LTD (Sep 2020 – Dec 2023)
- Cyber-security Fundamentals For Aspiring Security Professionals (08-March 2024)
- DSA (Data Structures and Algorithms) at Mindluster (26-March 2024)
- HTML CSS For Beginners at Mindluster (12-March 2024)

## LANGUAGE :

- Nepali : Mother-language
- Hindi : B2
- English : B2
- Deutsch : B1 (Passed)

## EDUCATION :

### SAMAKHUSI ENGLISH BOARDING SCHOOL (KATHMANDU, NEPAL)

till class-8 (Jan-2005 – Mar-2016)

### SANDRA NAMUNA VIDHYALAYA (KATHMANDU, NEPAL)

Class-10 (April-2016 – Feb-2018)

completed with 2.80 GPA (B+).

### NAVODIT COLLEGE (KATHMANDU, NEPAL)

Intermediate (XII) (Nov-2018 – April-2021)

Completed with 3.07 GPA (B+) in computer science.

### VOLK HOCH SCHULE(VHS) (KATHMANDU, NEPAL)

Language from A1 to B1 of Germany (June 2022 – Dec 2023)

## EXPERIENCE :

### **Front-Office-Executive**

***B & B Gautam Enterprises LTD.PVT*** [ 12/09/2020 – 19/12/2023 ]

**Place:** Kathmandu | **Country:** Nepal

- Maintenance of computers
- Supplier relationships
- The processing of orders and the stockpiling of office supplies
- Answering phone calls
- Be responsible for greeting customers and handling mail
- The handling of human resources functions
- Data management
- Project handling

## INTERESSEN & HOBBYS :

- In my free-time I would like to read Book, Swimming, playing games, Computer, listening music, Cooking, Driving, Hiking etc..
  - Driving: I like driving cars and motorcycles.
  - Music : When I travel to other places, I listen to music.
  - Cooking : When I want to eat something special, I like to cook.
  - Reading : In my free time I often read books. I mostly read e-books on my laptop.