

Curriculum Vitea

Aljina Katuwal

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CAREER OBJECTIVE

To Secure a position as a Front Desk Receptionist where I can leverage my strong communication skills, organizational abilities, basic computer training to provide exceptional customer service and support the smooth operation of the workplace.

QUALIFICATION

S.No	Level	Board	GPA/Division	Passed Year
1	SEE	SEE	3.50	2076
2	+2	NEB	2.61	2079
3	Bachelor	TU (BBS)	-	Running

TRAINING

Basic Computer Training (3 months)

-Proficient in MS Office(Word,Excel,Powerpoint)

-Email and Internet Usage

-Data Entry and File Management

CORE SKILLS

-Communication and Interpersonal skills

-Basic Technical Writing and Customer Service Orientation

-Fast learner and Adaptable

DECLARATION

I thus declare that the information in this resume/CV is the truth, and I will be held responsible if there is found to be any false information in this document.

Yours faithfully

Aeljina Katuwal