



# AMRIT BISHWOKARMA

*"Embrace each challenge with a smile,  
for every obstacle is an opportunity in  
disguise."*

## About Me

A dynamic professional known for exceptional organizational skills and a cheerful demeanor, excelling in administrative support and practical computing. Passionately advancing in English and Korean while pursuing a Bachelor's degree, eager to make a meaningful impact.



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**Nepal, Lalitpur, Gwarko-17**

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## LANGUAGE

- **Nepali**
- **English**
- **Korean(basic)**

## EXPERTISE

- Management Skills
- Creativity
- Digital Marketing
- Negotiation
- Critical Thinking
- Helpful
- Responsible
- Team Collaboration

## REFERENCES

Available upon request.

## SKILLS

- **Bike License Holder:** Licensed and skilled in safe bike operation.
- **Multilingual Communication:** Proficient in English; capable of reading Korean with ongoing improvement.
- **Programming:** Basic knowledge of programming concepts.
- **Microsoft Office:** Proficient in Word, Excel, PowerPoint, and Outlook.
- **Book Making:** Experienced in designing, printing, and assembling books.
- **Accounting:** Knowledgeable in basic accounting principles.
- **Musical Instruments:** Knowledgeable in guitar; basic skills in keyboard and drums.
- **Organizational Skills:** Expertise in managing tasks, records, and administrative processes.
- **Adaptability:** Quick learner with a proactive approach to problem-solving and technology.
- **Team Collaboration:** Friendly and effective at building positive relationships.
- **Versatility:** Able to handle diverse roles and responsibilities with flexibility.
- **Responsibility:** Dependable and accountable, consistently meeting deadlines and delivering high-quality results.

## EDUCATION

**Patan Secondary School**

**+2 Certificate in Management**

**Graduation Year: 2022 | Grade: B+**

**Studied accounting and computer applications.**

**Acquired foundational knowledge in  
programming and Microsoft Office.  
Bachelor's Degree (In Progress)**

**Patan Campus**

**Expected Graduation: 2026**

## PROFESSIONAL GOALS

• To apply and expand my skills in record-keeping, programming, and administration in a role that offers growth opportunities.

• To enhance my multilingual communication abilities and contribute effectively in a collaborative team environment.

• To leverage my versatile skill set and proactive attitude to drive innovation and achieve organizational goals.