

First Name Last Name

Current Address

Telephone Number (+977-9800-000-000)

Email Address (ujjwal.poudel@gmail.com)

LinkedIn Profile: <https://www.linkedin.com/in/ujjwal-poudel/>

OBJECTIVE/SUMMARY

To obtain a challenging position in a high-quality environment where my resourceful experience and academic skills will add value to organizational operations.

[Write a brief statement summarizing your career goals and highlighting your key qualifications.]

PROFESSIONAL EXPERIENCES

Jul 2018 – Sep 2020, **Company Name & Address**

Job Position

Major responsibilities and achievements:

- Approached more than 100 companies for fund generation for the “Sustainability” awareness rally, with a success rate of 30%,
- Led the ten-member team to organize an awareness rally, participated by more than 20 citizens.

COLLEGE LEADERSHIP & INVOLVEMENTS

2020, **Inter College Sports**

Event Coordinator

Major responsibilities and achievements:

- Successfully organized the inter-college futsal tournament participated by 20 colleges with the theme of “Together Again” awareness campaign.

EDUCATION

2016 **Your Degree**, College Name & Address

Affiliated Board or University

Expected completion: January 2022 (*Applicable only when you have not completed*)

Major Subject(s): Major subjects chosen during the course of study

Grade

2013 **Your Degree**, College Name & Address

Affiliated Board or University

Major Subject(s): Major subjects chosen during the course of study

Grade

VOLUNTEERING EXPERIENCES

July 2020, **Company Name**

Role (Member/Participant)

Major responsibilities:

- Constructed temporary safe shelters
- Supply of essential goods and services to the affected region (i.e. Kritipur Locality)
- Food, hygiene, clothes; drug and surgical items are provided to that areas.

IT SKILLS

- Proficient user of graphics designing software (Adobe Photoshop and ImageReady)
- Advanced use of Microsoft Word, Excel, and PowerPoint.

CERTIFICATIONS

- Entrepreneurship (Cisco Networking Academy) (07/2020)
- Net Engineering (06/2014)
- Be Your Own Boss (Cisco Networking Academy) (07/2020)

PERSONAL DETAILS

Date of Birth:

Nationality:

Driving Ability:

Language Fluency:

REFERENCES

Reference Name 1

Position and Organization Name

Contact Details (Contact No. & Email id)

Reference Name 2

Position and Organization Name

Contact Details (Contact No. & Email id)