

Resume

DIAMOND KUMAR THAPA

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Permanent Address:- Bijaura-7 Dailekh

Temporary Address:- lazimpat-2, Kathmandu

Carrier Objective

- To learn and function effectively in an organization and be able to deliver to the bottom-line
- To achieve my goal with commitment , Involvement and then continuity toward my profession
- To constantly upgrade my knowledge and skills and make a different in whatever I do.

EDUCATIONAL PROFILE

- | | |
|---------------|--|
| ✓ 2075 | XII
From:-Jaya Bageshwori Higher Secondary School Nepalgunj,Banke
Affiliate to HSEB |
| ✓ 2072 | SLC
From:Shanti Vidhya Niketan Banke Nepalgunj
Affiliated to Board of Nepal |

EXPERIENCES

❖ Receptionist at LAVA Service

- Entry and Closing of files
- Dealing with costumers
- Directing visitors to their destination
- Sorting and handling out mails

- Answering incoming calls,etc

Major Training

- ✓ 6 month Computer Training

PERSONAL INFORMATION

- Date of birth : 2056-12-29
- Gender : Male
- Father's Name : Raj kumar Thapa
- Nationality : Nepali
- Languages Known : Nepali, Hindi, English
- Permanent Address :Dailekh,Nepal

LEISURE INTRESTS

- Listening to music
- Sports
- Watching documentaries
- Surfing Internet
- Reading articles (Magazine , Newspaper)

SPECIAL SKILLS

- Positive learner
- Persuasive in nature
- Good time management
- Ability to cope and work under pressure
- Ability to focus in work
- Flexible personality and can cooperate well in teamwork