



Keshab Aryal

Sorakhutte-16, KTM



About Me

-A responsible and challenging position, which can utilize my knowledge, skills and Experience in contributing towards fulfilling the objectives and to make the best possible way for the betterment of the organization and self.

Contact



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Sorakhutte-Ktm. 44600



Education

2075

S.E.E. Passed ,Optional Maths
G.P.A. = 2.65 (B)

Khadgeswori Secondary School,
Pyuthan

2075-2077

H.S.E.B(+2) Passed, Management
G.P.A. = 2.67 (B)
Bangeshal Pyuthan

2077- Running

Bachelor Running, (BBS)

G.P.A. =(-)

Saraswoti Multiple Campus,
Thamel, Kathmandu

Experience

TYPIST AND JUNIOR DESIGNER 6 FEB, 2022- Present

Yonjan Enterprises

Typing up company documents from dictation, audio recordings, written documents, and other media.

Typing meeting minutes and notes.

Performing general office duties such as copying, scanning, printing, and answering phone calls and emails, among others.

design letterpad, logo and other .

Bill Design,Visiting card and receipt Bill among other.

DATA ENTRIES 2021 MAY 2021 AUGUST

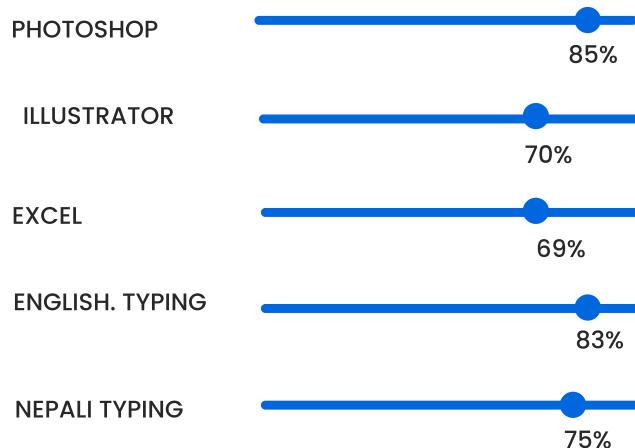
SUBIDHA SEWA PVT. LTD / SORAKHUTTE, KTM

Entering customer and account data from source documents within time limits.

Compiling, verifying accuracy and sorting information to prepare source data for computer entry.

Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.

Professional Skills



Interests

Gaming

Traveling

Singing

Book Reading