

Personal Information

Name: Bijendra Bikram Shah
Gender: Male
Date of Birth(DOB): 2044-02-25
Permanent Address: VDC Pidari-7
District: Sarlahi
Current Address: Subidhanagar, Tinkune
Marital Status: Single
Contact Number: 9841023727
Mobile Number:
Email: bijendra234@hotmail.com
Contact Person: Bijendra Shah
Contact Person's Number:
Country: Nepal
Nationality: Nepali
Citizenship No.: 73151935

Education Details

Academic Level: Masters
Board/University: Sardar Patel University, Gujarat, India
School/College: G.H. Patel Postgraduate Institute Business Management
Degree Title: MBA
Division: Second
Percentage/CGPA: 56.25%
Passed Year: 2013
Degree Status: Completed

Academic Level: Bachelors
Board/University: TU
School/College: AWES - Institute of Management Studies, Thapathali
Degree Title: BBA
Division: First
Percentage/CGPA: 3.05
Passed Year: 2011
Degree Status: Completed

Short Term Courses / Professional Trainings

Internship Training in Jyoti Bikash Bank Ltd Internship Training in Nepal Bank Ltd Workshop on recent amendments in Income Tax Act 2058 & VAT Act 2052, conducted by CEF Academy as on 9th shrawan, 2071

Attained National level seminar in Rural Indian Consumer 2011 & 2012 Participated in End line of Gujarat Election Survey 2013

Skills and Competencies

Language Skills: English Nepali Hindi

IT Skills : Basic - Ms-word, Excel,PP,Email Etc. Tally ERP Oracle Swastika

Other Skills :

Work Experience

Organization: C.G.Electronics Pvt Ltd

Position: Sr.Executive

Department: Account

From (Date): 0000-00-00

To (Date): 0000-00-00

Organization: Shree Pashupati Cements Pvt Ltd

Position: Executive

Department: Account

From (Date): 0000-00-00

To (Date): 0000-00-00

Preferences

Applied Posts: Junior Officer/Officer/Senior Officer

Vacancy Code:

Expected Salary: Nrs. 30,000/- & + other

Preferred Location: Tinkune, KTM

Driving License: Two Wheeler

Cover Letter

Date: 3rd June 2015 To, H.R. Department Jagdamba Cements Pvt Ltd Subject: - Application for the post of Office/ Junior Officer/Sr. Officer Dear Madam/Sir, I am young and energetic person and MBA in Finance Specialization from Sardar Patel University, Gujarat, India and fluency in computer skills Tally ERP, Ms word,

excel, PowerPoint, official letter writing skills with fluent in spoken English/Nepali. To develop, upgrade my knowledge and experience by execution of vested responsibilities that gives me opportunities to add value for my career in Manufacturing Sector. By creating team spirit, build capacity working under pressure and self responsible to handle and tackle conflicts within and outside the organization. I have always created my personality in such a way that I have gained appreciation from my senior's manager and supervisor within my team if I get a chance I would leave no stone unturned for prosperous and growth of the Company. Looking forward for positive response. Thanking You. With Best Regards: Bijendra Bikram Shah Subidhanagar, Tinkune, KTM Cont. No: +977-9841023727

References

Referee: Deputy Secretary

Post: Deputy Secretary

Organization: Ministry of Tourism, Nepal Government

Address: Kathmandu

Email: bk_4u23@yahoo.com

Telephone: 9841257290

Referee: Business Development Manager

Post: Business Development Manager

Organization: Nepal Shipping & Air Logistics Pvt Ltd

Address: Kathmandu

Email: marketingmng@npsal.com

Telephone: 9801040460