

Personal Information

Name: Nitu singh
Gender: Female
Date of Birth(DOB): 2046-01-01
Permanent Address: panitanki-10
District: parsa
Current Address: panitanki-10
Marital Status: Single
Contact Number: 9845259659
Mobile Number:
Email: singhnitu719@yahoo.com
Contact Person: nitu singh
Contact Person's Number:
Country: nepal
Nationality: nepali
Citizenship No.: 1006/1906

Education Details

Academic Level: Bachelors
Board/University: T.U
School/College: National Academy Campus
Degree Title: B.B.S
Division: Second
Percentage/CGPA: Percentage/CGPA
Passed Year: 2013
Degree Status: Completed

Academic Level: Intermediate/10+2
Board/University: HSEB
School/College: National Academy Campus
Degree Title: +2
Division: Second
Percentage/CGPA: Percentage/CGPA
Passed Year: 2008
Degree Status: Completed

Academic Level: SLC
Board/University: Nepal Board
School/College: Gyan Jyoti Higher secondary School
Degree Title: S.L.C
Division: Second
Percentage/CGPA: Percentage/CGPA
Passed Year:

2006

Degree Status: Completed

Short Term Courses / Professional Trainings

Skills and Competencies

Language Skills: Nepali, English, Hindi, regional Language.

IT Skills : Accounting package (swastik, exactly gold, tally, accman)

Other Skills :

Work Experience

Organization: A.S.T Pvt Ltd

Position: Accountant

Department: Account

From (Date): 2071-10-15

To (Date): 2072-06-25

Preferences

Applied Posts: Junior Officer/Officer/Senior Officer

Vacancy Code:

Expected Salary: 20000

Preferred Location: Birgunj

Driving License: None

Cover Letter

Date: 11/10/2015 To The Human Resources Department Jagdamba Cement Industries Nepal Subject:

Application for the post of Officer Dear Sir, Having, come to know through the advertisement that there is vacant post for the " officer ." I would like to consider for this position as I feel that I have all the required skills & experience that you are looking for. I think this post will help me to understand better about the Industries of

Nepal. I have been eagerly looking for such job where I can do best platform to shape my career in the Industries sectors . I would also like to state that I am keen to work in your organization. Besides, that I personally believe that education that we get imparted in colleges shouldn't only be confined to taking mere a degree rather it should make us capable enough to handle our subject practical way too. Therefore, I am applying for these post so that it would enable to apply my knowledge in a practical way . Officer post would provide me the opportunity to explore possibility of career in future with different ways of presentation of account. I would like to thank you for considering my application and giving your auspicious time on it. I enclose here with C.V for your ready reference Hope for your favorable reply Thanking you Sincerely Nitu Singh

References

Referee: Area manager

Post: Area manager

Organization: C.G Group

Address: Lahan

Email: anilsingh500600@yahoo.com

Telephone: 9855022385

Referee: Director

Post: Director

Organization: himal refrigerator & repairing Center

Address: Birtamode

Email: singhbirendra743@gmail.com

Telephone: 9852673535