

Personal Information

Name: Ashok Ghimire
Gender: Male
Date of Birth(DOB): 1991-01-07
Permanent Address: Purkot-4, Tanahun, Nepal
District: Tanahun
Current Address: Talchhikhel-14, Lalitpur
Marital Status: Single
Contact Number: 9849246875
Mobile Number: 9849246875
Email: ghimireashok4@gmail.com
Contact Person: Tila Ghimire
Contact Person's Number: 9841360138
Country: Nepal
Nationality: Nepalese
Citizenship No.: 271060/563

Education Details

Academic Level: Masters
Board/University: Punjab Technical University
School/College: Surya School of Business Management
Degree Title: MBA
Division: Distinction
Percentage/CGPA: 76.53%
Passed Year: 2014
Degree Status: Completed

Academic Level: Bachelors
Board/University: University of Pune
School/College: MIT School of Managment
Degree Title: BBA
Division: Distinction
Percentage/CGPA: 75.75%
Passed Year: 2012
Degree Status: Completed

Academic Level: Intermediate/10+2
Board/University: HSEB
School/College: Einstein Academy
Degree Title: 10+2
Division: First
Percentage/CGPA: 71.9%
Passed Year:

2008

Degree Status: Completed

Academic Level: SLC

Board/University: SLC board Nepal

School/College: Uma Maheshwor Sec. School

Degree Title: SLC

Division: Distinction

Percentage/CGPA: 80.5%

Passed Year: 2006

Degree Status: Completed

Short Term Courses / Professional Trainings

Skills and Competencies

Language Skills: English Nepali Hindi

IT Skills : Ms Office Package

Other Skills :

Work Experience

Organization: CG Electronics

Position: Business Development Officer

Department: Business Development Department

From (Date): 0000-00-00

To (Date): 0000-00-00

Preferences

Applied Posts: Junior Officer/Officer/Senior Officer

Vacancy Code:

Expected Salary: 30000

Preferred Location: Anywhere in Nepal

Driving License: Two Wheeler

Cover Letter

Date: 4th November, 2015 To, Human resource Department Jagdamba Cement Sub: Application for the Job opportunity Dear Sir/Madam, I would like to express my interest in applying for the job opportunity in your esteemed organization and enclose my CV for your consideration. I believe that my degree in Business Administration (MBA) major in Finance and Marketing from the Punjab Technical University, India with First Class with Distinction and Bachelors in Business Administration (BBA) from University of Pune, India, with First Class with Distinction has prepared me for this position. Being Business Administration student, majoring in Finance and Marketing, I have become equipped with the necessary knowledge, skill and commitment that come with the above position. Apart from various banking internships during my studies, I have experience of working in CG Electronics-Business Development Department from 2nd April 2014 to 31st Dec 2014. During my working at CG Electronics, it afforded me with the crucial skills to work with some of the best professionals in the management field. More importantly, I had the opportunity to work with seasoned professionals who taught me how to easily grasp complex management concept and at certain times, how to roll with the punches in order to achieve various objectives. I have also acquainted myself with a wide range of skills that allow me to blend with the group or team's culture and to continuously strive to reach common goals amidst failures and setbacks. My active involvement in many academic and extracurricular activities has done so well in developing my communication and leadership skills, which are vital in finding success in the corporate world. With this application letter, I attach herewith my resume for your full consideration. Thank you for taking time to review my application and I am looking forward to your reply so that we can further discuss my application. Yours sincerely, Ashok Ghimire

References

Referee: Deputy Manager

Post: Deputy Manager

Organization: CG Electronics

Address: Satungal, Kathmandu

Email: ravi.chhetri@chaudharygroup.com

Telephone: 9841151228

Referee: Conservation Program Director

Post: Conservation Program Director

Organization: WWF, Nepal

Address: Baluwatar, Kathmandu

Email: ghana.gurung@wwfnepal.org

Telephone: 01-4434820