

## Personal Information

**Name:** Ram Sundar Ngakusi  
**Gender:** Male  
**Date of Birth(DOB):** 2042-10-27  
**Permanent Address:** Taulachhen  
**District:** Bhaktapur  
**Current Address:** Bhaktapur  
**Marital Status:** Married  
**Contact Number:** 9841472704  
**Mobile Number:** 9851203917  
**Email:** ram@himelectronics.com  
**Contact Person:** Pragya Karmacharya  
**Contact Person's Number:** 9841042144  
**Country:** Nepal  
**Nationality:** Nepali  
**Citizenship No.:** 16156

## Education Details

**Academic Level:** Bachelors  
**Board/University:** Board/University  
**School/College:** School/College  
**Degree Title:** Degree Title  
**Division:** Pass  
**Percentage/CGPA:** Percentage/CGPA  
**Passed Year:** 0000  
**Degree Status:** Completed

**Academic Level:** Intermediate/10+2  
**Board/University:** Board/University  
**School/College:** School/College  
**Degree Title:** Degree Title  
**Division:** Second  
**Percentage/CGPA:** Percentage/CGPA  
**Passed Year:** 0000  
**Degree Status:** Completed

**Academic Level:** SLC  
**Board/University:** Board/University  
**School/College:** School/College  
**Degree Title:** Degree Title  
**Division:** First  
**Percentage/CGPA:** Percentage/CGPA  
**Passed Year:**

0000

**Degree Status:** Completed

## **Short Term Courses / Professional Trainings**

Basic Computer Course, Sales trained by Samsung korea

## **Skills and Competencies**

**Language Skills:** Nepali English Hindi Newari

**IT Skills :** Basic Computer Course

**Other Skills :**

## **Work Experience**

**Organization:** Him Electronics Pvt. Ltd

**Position:** Sr. Sales Executive

**Department:** Sales

**From (Date):** 0000-00-00

**To (Date):** 0000-00-00

## **Preferences**

**Applied Posts:** Management Trainees

**Vacancy Code:**

**Expected Salary:** 30000 to 40000

**Preferred Location:** Kathmandu & Pokhara

**Driving License:** Two Wheeler

### **Cover Letter**

Date: 27th August, 2014 To, The Human Resource Department Kathmandu, Nepal Subject: An application for the post of Assistant Manager Dear Sir/Madam, First of all I would like to thank the company recruitment

officers for allowing me to send my application for the job that you are offering even if I am a physically challenged person. Also I extend my special thanks to the recruitment committee for allocating a considerable percentage of vacancy for the applicants belonging to the physically challenged category. I am seeking the opportunity to apply myself to the vacant assistant manager. I am excited of using my knowledge, and natural passion for your institutional to become a motivated member of your team. The position offers an excellent opportunity for progression, since I have solid experience for the position. Currently, I am engaged at the Him Electronics Pvt. Ltd. A sister concern of Golchha organization as a sr. officer since 2011 AD. With the combination of experience and education I have gained complete or detailed understanding of the Sr. officer. I am convinced the vacant assistant manager position would utilize the knowledge and skills. I have gained through my education and professional work experience. I believe I am a suitable candidate for the position in view of my education and successful track record supporting, promoting, and managing sales information systems. I hope therefore, that on consideration of my resume, you will be persuaded of my potential to perform well as assistant manager. In the mean meantime, I look forward to hearing from you at your earliest convenience. Thank you. Yours sincerely, Ram Sundar Ngakusi

## References

**Referee:** DGM

**Post:** DGM

**Organization:** Him Electronics Pvt. Ltd.

**Address:** Babarmahal, Kathmandu

**Email:** keshav@himelectronics.com

**Telephone:** 9851203912

**Referee:** Deputy Manager

**Post:** Deputy Manager

**Organization:** Him Electronics Pvt. Ltd

**Address:** Chabahil, Kathmandu

**Email:** chandramani@himelectronics.com

**Telephone:** 9851203913