

Personal Information

Name: Bikash Sigdel
Gender: Male
Date of Birth(DOB): 1989-05-18
Permanent Address: Pokhara
District: Kaski
Current Address: Kathmandu
Marital Status: Single
Contact Number: 9814189783
Mobile Number: 9814189783
Email: sigdelbikash@gmail.com
Contact Person: Maya Sigdel
Contact Person's Number: 061531618
Country: Nepal
Nationality: Nepali
Citizenship No.: 46001/75

Education Details

Academic Level: Masters
Board/University: Pokhara University
School/College: Apex College
Degree Title: MBA evening
Division:
Percentage/CGPA: Percentage/CGPA
Passed Year: 0000
Degree Status: Not Completed

Academic Level: Bachelors
Board/University: Pokhara University
School/College: Pokhara College of Management
Degree Title: BBA
Division: Distinction
Percentage/CGPA: 3.7
Passed Year: 2012
Degree Status: Completed

Academic Level: SLC
Board/University: NB
School/College: Paramount Public School
Degree Title: SLC
Division: First
Percentage/CGPA: 73.13
Passed Year:

2006

Degree Status: Completed

Short Term Courses / Professional Trainings

Diploma in Computer ,Skill Development Computer Training Center,2006 Major Courses: MS-Word, MS-Excel, MS-Powerpoint, Email and Internet and Photoshop

Skills and Competencies

Language Skills: Fluent English and Nepali reading, speaking and writing.

IT Skills : Knowledge of MS office programs and other computer programs

Other Skills : communication skill and leadership skill

Work Experience

Organization: Bank of Kathmandu

Position: Junior Assistant

Department: Operation

From (Date): 0000-00-00

To (Date): 0000-00-00

Preferences

Applied Posts: Junior Assistant Trainee

Vacancy Code:

Expected Salary: 15000

Preferred Location: Kathmandu

Driving License: Two Wheeler

Cover Letter

Email:sigdelbikash@gmail.com Phone no :9814189783 Human Resource Manager Jagdamba Cement

Kathmandu, Nepal Subject: Application for vacant post if any Respected sir, I am a 26 years old candidate and I am keenly interested to work in your company. I have completed my BBA and have joined MBA in Apex College, from where I have acquainted myself with a range of skills that would allow me to blend with your company. My CGPA in BBA is 3.70, recognized as deans list by Pokhara University. I have also received scholar ships for two semesters for scoring 4 at my sixth and seventh semesters. My one year work experience in Bank of Kathmandu has provided me experience on work procedures and systems .I have done computer diploma training and I am capable of working with MS office and other computer programs. I am a sincere, dedicated and committed person with a strong believe in myself. I am fully confident, optimistic, co-operative and a very reliable person. I am a people person and I love to work in team. I ensure you that I can fulfill all your expectations at work. I look forward to an opportunity to meet you in person and explain to you how I can make a valuable impact on your company. I request you to contact me if there is any suitable opportunity that matches my skills and ability. I thank you for your time and I look forward for your positive response.
Sincerely, Bikash Sigdel

References

Referee: Coordinator

Post: Coordinator

Organization: Pokhara College of Management

Address: Pokhara, Nepal

Email: leena.negi@gamil.com

Telephone: 061521619

Referee: Assistant Branch Manager

Post: Assistant Branch Manager

Organization: Bank of Kathmandu

Address: Kathmandu,Nepal

Email: rameshshrestha@outlook.com

Telephone: 4701201