

## Personal Information

**Name:** Rohit Sitoula  
**Gender:** Male  
**Date of Birth(DOB):** 1992-01-27  
**Permanent Address:** Garamani-7, Jhapa  
**District:** Jhapa  
**Current Address:** Sinamangal, Kathmandu  
**Marital Status:** Single  
**Contact Number:** 9843000403  
**Mobile Number:** 9843000403  
**Email:** rohit.sitoula@gmail.com  
**Contact Person:** Rohit Sitoula  
**Contact Person's Number:**  
**Country:** Nepal  
**Nationality:** Nepali  
**Citizenship No.:** 041014-2154

## Education Details

**Academic Level:** Bachelors  
**Board/University:** Pokhara University  
**School/College:** Nobel College  
**Degree Title:** Bachelors in Business Administration  
**Division:** Distinction  
**Percentage/CGPA:** 3.90 CGPA  
**Passed Year:** 2014  
**Degree Status:** Completed

**Academic Level:** Intermediate/10+2  
**Board/University:** HSEB  
**School/College:** Gomendra HSS  
**Degree Title:** 10+2  
**Division:** Distinction  
**Percentage/CGPA:** 75.5 %  
**Passed Year:** 2010  
**Degree Status:** Completed

**Academic Level:** SLC  
**Board/University:** Government of Nepal  
**School/College:** Shree Durga Secondary School  
**Degree Title:** SLC  
**Division:** Distinction  
**Percentage/CGPA:** 82.13 %  
**Passed Year:**

2008

**Degree Status:** Completed

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

## **Skills and Competencies**

**Language Skills:** Nepali English Hindi

**IT Skills :** Microsoft Word Microsoft Excel Microsoft Power Point

**Other Skills :** Leadership Skills

## **Work Experience**

**Organization:** Sipradi Auto Parts Pvt. Ltd.

**Position:** Marketing and Sales officer

**Department:** Marketing

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

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

**Organization:** United Distributors Nepal, Vishal Group

**Position:** Junior Finance Executive

**Department:** Finance

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

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

## **Preferences**

**Applied Posts:** Management Trainees

**Vacancy Code:**

**Expected Salary:** 15000

**Preferred Location:** Kathamdu

**Driving License:** None

## **Cover Letter**

September 15, 2015 The Human Resource Manager, This letter and the attached resume serve as my application for the vacant position that matches my qualification in your organization. I believe my skills, academic training, and work experience are a good fit for the post. I have successfully completed a Bachelor of Business Administration in December 2014. I have developed strong analytical and quantitative skills through coursework in management, administration, and economics courses. In addition, my experience in internship and student leadership positions supports my qualifications. I have worked as Sales and Marketing Trainee at Sipradi Auto Parts Pvt. Ltd. My primary accountabilities as Sales and Marketing Trainee were to prepare sales and marketing process and targets, develop target market, reporting key activities to the authorities, preparing and suggesting promotion and advertisement activities. As an intern at Unilever, I developed analytical skills by taking surveys about consumer awareness, product usability and consumer perception on a various products of Unilever offering solutions for improvement, and making recommendations in a written report. At Nobel, I demonstrated leadership ability by serving as the elected CEO for the Origin Magazine, the annual chronicle of Nobel College with over twenty five active members. In this effort, I honed my ability to make good decisions, plan and organize my time, work well on a team, and have developed sound interpersonal, oral and written communications skills. I am eager to apply my energy, experience, and enthusiasm to the work in your esteemed organization and look forward to hearing from you soon. Sincerely, Rohit Sitoula Kathmandu, Nepal

## **References**

**Referee:** HOD

**Post:** HOD

**Organization:** Nobel College

**Address:** Kathmandu

**Email:** dipal4@hotmail.com

**Telephone:** +977-9803097395

**Referee:** Lecturer

**Post:** Lecturer

**Organization:** Nobel College

**Address:** Kathmandu

**Email:** rashmimain@yahoo.com

**Telephone:** +977-9841251618