

Personal Information

Name: Gyan Bahadur B.K.

Gender: Male

Date of Birth(DOB): 0000-00-00

Permanent Address: Bharatpur Chitwan Nepal

District: Chitwan

Current Address: Bharatpur Chitwan Nepal

Marital Status: Married

Contact Number: 9845418324

Mobile Number: 9845418324

Email: gyanu_eversmile@yahoo.com

Contact Person: me

Contact Person's Number:

Country: Nepal

Nationality: Nepali

Citizenship No.: 353025/2174

Education Details

Academic Level: Masters

Board/University: T.U

School/College: College

Degree Title: MBS

Division: Second

Percentage/CGPA: Percentage/CGPA

Passed Year: 2015

Degree Status: Result Waiting

Academic Level: Masters

Board/University: Board/University

School/College: School/College

Degree Title: Degree Title

Division:

Percentage/CGPA: Percentage/CGPA

Passed Year: 2015

Degree Status: Not Completed

Short Term Courses / Professional Trainings

Audit Training for Authorized A level Auditor.

Skills and Competencies

Language Skills: Nepali English Hindi

IT Skills : computer Accounting softer Projector

Other Skills :

Work Experience

Organization: Gorkha Brewery P.ltd

Position: Assistant Admin. officer

Department: Admin

From (Date): 0000-00-00

To (Date): 0000-00-00

Organization: Organization

Position: Position

Department: Department

From (Date): 0000-00-00

To (Date): 0000-00-00

Preferences

Applied Posts: Junior Officer/Officer/Senior Officer

Vacancy Code:

Expected Salary: Rs 20000

Preferred Location: anywhere

Driving License: Two Wheeler

Cover Letter

I am a Nepali citizen of twenty-eight years old boy with good health & Sound mind. I am a University degree holder in Management with major Account from shanti Academy multiple College (TU) Bharatpur Chitwan with good marks. I have good Experience of finance and account officer (like office management, making policy, estimating budget, tax system of Nepal, Journal voucher, ledger posting (Using software & manually) , Internal auditing , planning and implementation, document filing and keeping record etc) And good knowledge of email internet, MS world, Excel, MS power point & other computer soft ware & I know how to run daily administrative activities for achievement of organization goal. Therefore I am too interested to work in your reputed social organization. So, I fill I am competent and caliber for the post. I will not sphere any efforts to

come up your satisfaction. For your kind perusal, I am including my resume with this application. Looking forward to hearing your positive response. You're sincerely References Gyan Bahadur BK :- Paster Gunja BK +977-9845140114 Bharatpur -08, Gauriganj Chitwan :- Vhumi Raj Tiwari +977-9845087773 Chitwan, Nepal Contact:-9845418324 :-Kalpana Shrestha +977-9845109456

References

Referee: Paster

Post: Paster

Organization: Great commission church

Address: Bharatpur Chitwan Nepal

Email: not available

Telephone: 9845140114

Referee: Teacher

Post: Teacher

Organization: Boarding School

Address: Bharatpur chitwan

Email: not available

Telephone: 9845087773