# CURRICULUM VITAE (CV)

| Position Title        | Admin and & Finance Assistant |  |
|-----------------------|-------------------------------|--|
| Name of Expert:       | Khagendra B.K                 |  |
| Date of Birth:        | 2051\01\29                    |  |
| Citizenship/Residence | 65-01-69-01368 Bardiya        |  |

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

| Level | Subjects            | Institution                               | Date of<br>Completion | Result |
|-------|---------------------|---|-----------------------|--------|
| BBS   | Account             | Mid-Western University                    | 2017 AD               | 2.62   |
| I.Com | Account             | HSEB, Board of Nepal                      | 2069 BS               | Ilai   |
| SLC   | Economic, Education | SLC Board of Nepal                        | 2066 B.S              | 1st    |
| 1     | JCHT                | Rastriya Pravidhik<br>Shikshalaya PVT.LTD | 2075                  | Pass   |

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

| Period  | Employing organization and your title/position. Contact information for references          | Country | Summary of activities<br>performed relevant to<br>the Assignment |
|---------|---|---------|--|
| 4 Years | Federation of Nepal Cottage and Small<br>Industries(FNCSI)<br>Admin and & Finance Assistant | Nepal   | Account and<br>Administrative<br>Assistant                       |

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work):

| LANGUAGES | SPEAKING  | READING   | WRITING   |
|-----------|-----------|-----------|-----------|
| ENGLISH   | GOOD      | GOOD      | GOOD      |
| NEPALI    | EXCELLENT | EXCELLENT | EXCELLENT |
| HINDI     | EXCELLENT | GOOD      | GOOD      |

## Adequacy for the Assignment:

| Detailed Tasks Assigned on Consultant's<br>Team of Experts:                      | Reference to Prior Work/Assignments that<br>Best Illustrates Capability to Handle the<br>Assigned Tasks |
|--|---|
| (List all deliverables/tasks as in TECH- 5 in which the Expert will be involved) |   |
|  |   |
|  |   |

Expert's contact information:e-mai:bkkhagendra7@gamil.com Phone:9844858620

### Certification:

- I, the undersigned, certify to the best of my knowledge and belief that:
- (i) This CV correctly describes my qualification and experience
- (ii) I am not a current employee of the GoN
- (iii) I certify that I have been informed by the company that it is including my CV in the Proposal for this proposal. I confirm that I will be available to carry out the assignment for which my CV has been submitted in accordance with the implementation arrangements and schedule set out in the Proposal.

(iv) I declare that I am participating in this selection process only from this Company.

Kagendra B.K.

Name of Expert

Sionature

Dista

Suman Nath Yogi

Name of authorized Representative of the Consultant

(thesame who signs the Proposal)

X0/10/1/1/4

Date

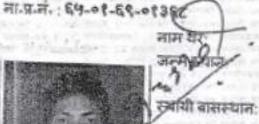


भेष नेपाल सरकार गृह मन्त्रालय जिल्ला प्रशासन कार्यालय

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खगेन्द्र वि.क. जिस्ला : बर्दिया गा-वि. स. : बेलवा

जिल्ला : वर्दिया गा.वि. स. : बेलवा

साल: २०५१ महिना: ०१ गते: २९ तविराम कामी ना.प्र.नं. २१२१

बेलवा गा.वि. स.-९, वर्दिया

x ना.प्रज्ञेः

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लिह्ना : पुरुष

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मा कि वंशज

स्वायी वासस्यानः जनम् विक्रा बावुक् बाम घरः हेनानाः ओमाजिका घर देगालः

Jernicolonos

Je

Government of Nepal has issued this Citizenship Certificate with following details.

Citizenship Certificate No.:

65-01-69-01368

Sex: Male

Full Name.:

KHAGENDRA B.K.

Date of Birth (AD):

Year:1994

Month:MAY

Day:12

Birth Place:

District: Bardiya

20,00

Irth Place: District. Date:

VDC : Belawa

Ward No.:9

Permanent Address:

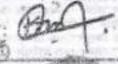
District: Bardiya

VDC : Belawa

Ward No.:9

नेपास नागरिकता ऐन २०६३ बर्मोजिम यो नागरिकताको प्रमाणपत्र दिहएको छ ।

नागरिकता किसिमः वंशज प्रमाण पत्र बाहकको दस्तखतः (टावा) औंठाको छाप (बावाँ)



मिति :२०७३-०३-१९ प्रतितिपि दिने अधिकारीको नाम :महेन्द्रजंग शाही दर्जा :शाखा अधिकृत दस्तखत :

प्रमाण पत्र जारी गर्ने अधिकारीको

दस्तखतः

नाम थर दणी राज पोखरेल

June number 67199405120049



# Mid-Western University Examinations Management Office Surkhet, Nepal

# Academic Transcript



Name of the Student

Date of Birth

Khagendra B.K.

2051/01/29 (12/05/1994 A.D)

Degree Faculty

Bachelor Hanagement

Area of Specialization

Recount.

Institution

Central Campus of Management

Registration Number

2012-67-2-1001-0119

Year of Enrollment

2012

Year of Completion

2017

| ration of the | Program | = | 4 | Years |
|---------------|---------|---|---|-------|
|---------------|---------|---|---|-------|

| . No.     | First Semester Course Description              | Credits | Grade | C.No.    | Second Semester Course Description   | Credits   | -   |
|-----------|--|---------|-------|----------|--------------------------------------|-----------|-----|
| 641311    | Management: Principles & Applications          | 3       | C     | MGMT321  | Business Statistics I                | 3         | C   |
| GHT312    | Communication Techniques in Business           | 3       | c     | HISHTIZZ | Introduction to Finance I            | 3         | C-  |
| G-T313    | hiore Economics                                | 3       | 6-    | HOHT324  | Computers in Hansgement              | 3         | 8   |
| PIETED    | Cost Accounting                                | 3       | 0     | MGMT325  | Agri Business Management             | 3         | 9   |
| -GHT315   | E Commercia                                    | 3       | 8-    | MONT 322 | Nacro Economico                      | 3         | 0   |
| 37        |  |         | . 8   | Gas.     |                                      |           |     |
|           | Total  | 15      |       |          | Total                                | 15        |     |
|           | SCPA   |         | 2.30  |          | SGPA                                 | Con Disc  | 2.6 |
| No.       | Third Semester Course Description              | Credits | Grade | C.No.    | Fourth Semester Course Description   | Credits   | -   |
| 6HT332    | Cooperative Management                         | 3       | B-    | HGHT345  | NGO Nanagement.                      | - 3       | 8-  |
| EHT331    | Concerny Account                               | 3       | b     | MONT342  | Human Resource Management            | 2         | C   |
| 1017334   | Rick and Disaster Management                   | 3       | B     | NOMT343  | Socialogy/Anthropology in Management | 3         | C   |
| HEMT335   | Marketing Management                           | 3       | 0     | HGHT341  | Introduction to Finance II           | 3         | 0   |
| HCHT 333  | Business Statistics II                         | 3       | D     | MONT344  | Businese Lin                         | 3         | 0   |
|           |  | CE      |       |          | Total                                |           |     |
| -         | Total  | .15     | 58855 | _        | SGPA                                 | 15        | 150 |
| Table 1   | SGPA Fifth Semester Course Description         | Codite  | Crade | C No.    | Sixth Semester Course Description    | Credits   | Gra |
| .No       |  | -       | -     |          |                                      | 3         | 0   |
| MCHT451   | Management Accounting                          | 3       | 8-    | MGHTAGS  | Duriness Cthics                      | C77       | 1   |
| MCHT452   | forsearch fletbadot og Oilga                   | 3       |       | HCHT463  | Project Management                   | 3         | 0   |
| HCHT453   | Business Times distant in Hens!                | 3       | 8-    | HGHT454  | Entrepreneurship                     | 3         | 9   |
| HEMTHE PE | Business Trible History in Hensl               | 1 3     | 8     | HGHT465  | Socio Banking and Micro Financing    | 2         | 0   |
| 701       | 00. 100 Sangara and Observation Paragonalist A |         | 0     | HGHT462  | Drganizational Behavior              | 1         | 8   |
| 0         | Marie North Court                              | 19.9    | K     |          | Total                                | 15        | -   |
| 10        | peter Con                                      | 444     | 7 07  |          | SGPA                                 | 12        | 2   |
| . No. V   | od de Name Sepa                                | Credit  | -     | C.No.    | Eighth Semester Course Description   | Credit    |     |
| 4G47471   | Managerial Personality Development             | 3.      | B-    | HOHT 482 | Strategic Management                 | 3         | 1   |
| MGHT472   | International Business Environment             | 3       | E     | MGHT483  | Learning from Duminess Leaders       | 3         | 1 4 |
| 000475    | Taxation                                       | 3       | 100   | ACC495   | Introduction to Auditing             | 3         | 1   |
|           | Accounting for Financial Institutions          | - 3     | 8-    | H0YT491  | Project Report                       | 6         | 1   |
| accette.  |  | 4       | 10000 | Lama age | Business Accounting                  | TT 10.424 | 1 3 |
| ACC#76    |  |         |       | ACC485   | Carrier recording                    | 3         |     |
| AC0476    | Total  | 12      |       | ACC-465  | Total                                | 15        |     |

Exam Roll No. 67732817 Total Grade Points: 100.99



S.No.: 331234308569

Council for Technical Education and Vocational Training

# National Skill Testing Board

Madhyapur Thimi, Sanothimi, Bhaktapur, Nepal

# NATIONAL SKILL CERTIFICATE राष्ट्रिय सीप प्रमाण-पत्र



र्जुनियर कम्प्युटर हार्डवेयर टेकिनिसेयन व्यवसायको तह १ (एक्) को सीप परीक्षण परीक्षामा सम्मिलित भएका श्री तविराम कार्य का छोरा वर्दिया जिल्ला निवासी वि.स. २०५१/०९/२९ सा जन्मेका श्री खगेन्द्र वि.क. ले निर्धारित सीप तथा ज्ञानको स्त नीप प्रमाणिका मृताबिक मिति २०७५ आषाढ मा राष्ट्रिय प्राविधिक शिक्षालय प्रा. लि., विरेन्द्रनगर, सुर्खेत केन्द्रमा संचालित प्रदर्शन गरी उत्तीण हुनु भएकोले यो प्रमाण-पत्र प्रदान गरिएको छ । प्राविधिक शिक्षा तथा व्यावसायिक तालीम परिषद्, राष्ट्रिय सीप परीक्षण समितिद्वारा निर्धारित राष्ट्रिय व्यावसायिव

2018 at Rastriya Pravidhik Shikshalaya Pvt. Lid., Birendranagar, Surkhet in accordance with the requirements of th Bardiya district has attended Skill Test on Junior Computer Hardware Technician, Level One Occupation conducted on Jun successfully passed to acquire this certificate. TRAINING NATIONAL SKILL TESTING BOXRD, NEBAS National Occupational Skill Standards prescribed This is to certify that Mr. Khagendra B.K. keen on A.D. 1994/05/12 son of Mr. Tabiram Kami and a resident of by the COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONA demonstrated the required standard of proficiency and ha

Technical Sub-Committee Prof. Dr. Subarna Shakya

Date of lissue : 0 3 DCT 2018

Member Secretary

Pushpa Raman Wagle

Chairman

THE REPORT ON



# नेपाल घरेलु तथा साना उद्योग महासंघ

Federation of Nepal Cottage and Small Industries(FNCSI)

बिल्क् कार्यालय, सुर्खेत

EXPERIÊNCE CERTIFICATE

20th December, 2018

To Whomsoever It May Concern,

This is to certify that Mr. Khagendra BK in permanent habitant of Belawa-9, Bardiya Nepal, has served as a full-time employee at our organization as an Account and administrative assistant for the tenure between 19.01.2014 to 20.12.2018.

He was responsible for keeping all the company accounts and administrative works. He has a strong command over accounting and administrative concepts, and I never found any minor mistake in his work. I can say he is a thorough professional, and values work above anything else. Apart from his work skills, he is an excellent person with good communication and time management skills.

He was a productive employee the organization valued, and the organization wishes him all the luck and success for the future.

Yours sincerely,

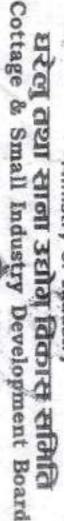
Suman Nath Yogi

President

0000 1069

Government of Nepai नेपाल सरकार

Ministry of Industry उद्योग मन्त्राल्य





लाई यो प्रसाण-पत्र प्रदान गरिषको छ । जिल्ला इत्या नामं, जाति स. वष्ठ सं ..ड.. बरने भी/बोनती/सुनी ..... ३९३ ग्रेड विति नैक्टिक् निर्मान केलिक ने निर्माण केलिक स्थान निर्माण निर म राज्यात्स्य .... 1-1011PT

Metropolitan/Municipality/VBC Ward No. ...... of ...... Security A. District for having successfully completed This certificate is awarded to Mr.Miss/Mrs ..... 25 C. 62 ... 2-814. 10 .. 25 ... BEX ... 2-814. 01 ... いかられるからいな Billion British Charles ...... training course conducted by this board from

西書: かららくらいのん Instructor/Co-ordinator

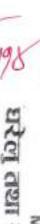
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Certificate Number of the No.

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Ministry of Industry



Cottage & Small Industry Development Board घरल तथा सामा उहांग विकास समिति

Head Branch Office, Birendranagar, Surkhet शाखा कार्यालय, वीरेन्द्रनगर, सुबंत





2219 9125 AB 2010 5103120 मा सञ्चानित उद्यम्ह्योच्यत सम्य सहभागी भई सफलतापूर्वक तालिम हासिल गर्न

लाई यो प्रमाण-पत्र प्रदान गरिएको छ

STORE.

न पा ाा पा बडा न र् वनने भी भीमती सुन्नी रहिती

10, 30

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# CERTIFICATE

#unicipality/R.M. Ward No. 今......of. 最强对起来品........... District, for having successfully completed the ... ... course conducted by this Board from S. JALL. 21.13... to 14. Z.H. 20

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# CERTIFICATE

| 1   | 1   | of  |   |
|---|---|---|---|
| 1,06∃-੫- 10to96∃-੬੬੬ and has securedਨਾਂgrade. | Basic Computer course of Lour Month in Computer Training form | of MrTabilityBi.khas Successfully Completed the | This is Certify that Mr./Miss. khagendrason /daughter |

| Basic Computer: 3, Month  | Diploma in Computer: 4, Month  | Basic Hardware Concept: 2, Month  |
|---|--|---|
| 1.Fundamentals of computer 2.Microsoft Windows XP. 3.MS Word. 4.MS Excel. | 1. MS Access. 2. Adobe Pagemaker 7.0. 3. Adobe Photoshop 7.0.  HTML/DHTML. | Concept of Operating System     System Software Installation.     Operating System Installation.     Application Software Installation. |
| 6.E-Mail & Internet Concept   | 5 Computer Networking Techonology  | 6. Accounting Package/Tell  |

