

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 Completion	Result
BBS	Account	Mid-Western University	2017 AD	2.62
I.Com	Account	HSEB, Board of Nepal	2069 BS	Ind
SLC	Economic, Education	SLC Board of Nepal	2066 B.S	1st
1	JCHT	Rastriya Pravidhik 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 performed relevant to the Assignment
4 Years	Federation of Nepal Cottage and Small Industries(FNCISI) Admin and & Finance Assistant	Nepal	Account and Administrative 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 Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the 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

Signature

Date

Suman Nath Yogi

Name of authorized
Representative of the Consultant
(thesame who signs the Proposal)

Signature

Date





प्रथम प्रतिलिपि

नेपाल सरकार
गृह मन्त्रालय
जिल्ला प्रशासन कार्यालय,

बर्दिया

नेपाली नागरिकताको प्रमाणपत्र

ना.प्र.नं.: ६५-०१-६९-०१३६८



बर्दिया

लिङ्ग: पुरुष

वडा नं.: ९

वडा नं.: ९



नाम थर:

खगेन्द्र वि.क.

जन्म मिति:

जिल्ला: बर्दिया

स्थायी वास्तव्यस्थान:

गा.वि. स.: बेल्वा

जिल्ला: बर्दिया

गा.वि. स.: बेल्वा

जन्म स्थान:

साल: २०५१ महिना: ०१ गते: २९

वास्तव्यस्थान थर:

तविराम कामी

ना.प्र.नं.: २१२१

पिता:

बेल्वा गा.वि. स.-९, बर्दिया

मा. कि.: वंशज

आमा:

XXX

ना.प्र.नं.:

देवता:

मा. कि.:

पत्नीको नाम थर:

ना.प्र.नं.:

मा. कि.:

ठेगाना:

Verification of This Certificate

Signature: Name: Top Exbadar CM

Date: Certificate Number of the N

Date of Entry of Certificate

Seal of the Horary Public

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	Ward No.: 9	
Permanent Address:	District: Bardiya	Ward No.: 9	
	VDC: Belawa		
	VDC: Belawa		

नेपाल नागरिकता ऐन २०६३ बमोजिम यो नागरिकताको प्रमाणपत्र दिइएको छ ।

नागरिकता किसिम: वंशज

प्रमाण पत्र बाहकको दस्तखत:

(दायाँ) आँठको छाप (बायाँ)

मिति: २०७३-०३-१९

प्रतिलिपि दिने अधिकारीको

नाम: महेन्द्रजंग शाही

दर्जा: शाखा अधिकृत

दस्तखत:

प्रमाण पत्र जारी गर्ने अधिकारीको

दस्तखत:

नाम थर: दण्डी राज पोखरेल

महेन्द्रजंग शाही
शाखा अधिकृत



Mid-Western University

Examinations Management Office

Surkhet, Nepal

Academic Transcript

Issue number 67199405120649

Name of the Student : Khagendra B.K.
Date of Birth : 2051/01/29 (12/05/1994 A.D.)
Degree : Bachelor
Faculty : Management
Area of Specialization : Account
Institution : Central Campus of Management

Registration Number : 2012-67-2-1001-0119
Year of Enrollment : 2012
Year of Completion : 2017
Duration of the Program : 4 Years

C.No.	First Semester Course Description	Credits	Grade	C.No.	Second Semester Course Description	Credits	Grade
MGMT311	Management: Principles & Applications	3	C	MGMT321	Business Statistics I	3	C
MGMT312	Communication Techniques in Business	3	C	MGMT322	Introduction to Finance I	3	C-
MGMT313	Micro Economics	3	C-	MGMT324	Computers in Management	3	B
MGMT314	Cost Accounting	3	D	MGMT325	Agri Business Management	3	B
MGMT315	E Commerce	3	B-	MGMT326	Macro Economics	3	C-
Total		15		Total		15	
SGPA			2.30	SGPA			2.57
C.No.	Third Semester Course Description	Credits	Grade	C.No.	Fourth Semester Course Description	Credits	Grade
MGMT332	Cooperative Management	3	B-	MGMT345	MGD Management	3	B-
MGMT331	Company Account	3	D	MGMT342	Human Resource Management	3	C-
MGMT334	Risk and Disaster Management	3	B-	MGMT343	Sociology/Anthropology in Management	3	C
MGMT335	Marketing Management	3	C	MGMT341	Introduction to Finance II	3	C-
MGMT333	Business Statistics II	3	D	MGMT344	Business Law	3	C-
Total		15		Total		15	
SGPA			2.30	SGPA			2.30
C.No.	Fifth Semester Course Description	Credits	Grade	C.No.	Sixth Semester Course Description	Credits	Grade
MGMT451	Management Accounting	3	B-	MGMT461	Business Ethics	3	C-
MGMT452	Research Methodology	3	B	MGMT463	Project Management	3	C
MGMT453	Business Environment in Nepal	3	B-	MGMT464	Entrepreneurship	3	B-
MGMT454	Business Process Management	3	B	MGMT465	Socio Banking and Micro Financing	3	C
MGMT455	Production & Operation Management	3	C	MGMT462	Organizational Behavior	3	B-
Total		15		Total		15	
SGPA			2.03	SGPA			2.60
C.No.	Seventh Semester Course Description	Credits	Grade	C.No.	Eighth Semester Course Description	Credits	Grade
MGMT471	Managerial Personality Development	3	B-	MGMT482	Strategic Management	3	C
MGMT472	International Business Environment	3	C	MGMT483	Learning from Business Leaders	3	A
ACC475	Taxation	3	C-	ACC486	Introduction to Auditing	3	C
ACC476	Accounting for Financial Institutions	3	B-	MGMT481	Project Report	6	A-
Total		12		ACC485	Business Accounting	3	C-
SGPA			2.52	Total		15	
				SGPA			3.06

Exam Roll No. : 67732817
Total Grade Points : 100.99

Cumulative Grade Point Average (CGPA) : 2.62



Council for Technical Education and Vocational Training

National Skill Testing Board

Madhyapur Thimi, Sanathimi, Bhaktapur, Nepal

NATIONAL SKILL CERTIFICATE राष्ट्रिय सीप प्रमाण-पत्र

S.No.: 33174/208669
Regd.No.: 430482.075
Skill No.: 600500744075

Custodianship No.: 65-01-69-01368



प्राविधिक शिक्षा तथा व्यावसायिक तालीम परिषद्, राष्ट्रिय सीप परीक्षण समितिद्वारा निर्धारित राष्ट्रिय व्यावसायिक सीप प्रमाणिका मुताबिक मिति २०७५ आषाढ मा राष्ट्रिय प्राविधिक शिक्षालय प्रा. लि., बिरेन्द्रनगर, सुर्खेत केन्द्रमा संचालित जुनियर कम्प्युटर हाडवेयर टेक्निसियन व्यावसायिको तह १ (एक) को सीप परीक्षण परीक्षामा सम्मिलित भएका श्री तविराम कार्मका छोरा बर्दिया जिल्ला निवासी वि.स. २०५१/०९/२९ मा जन्मेका श्री खरेन्द्र वि.क. ले निर्धारित सीप तथा ज्ञानको स्त प्रदर्शन गरी उत्तीर्ण हुनु भएकोले यो प्रमाण-पत्र प्रदान गरिएको छ ।

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



Co-ordinator

Date of issue : 03 OCT 2018
Technical Sub-Committee
Prof. Dr. Subarna Shakya

Member Secretary

NSTB

Chairman

NSTB

Pushpa Raman Wagle

सं. १५/०१९/०१९



नेपाल घरेलु तथा साना उद्योग महासंघ

Federation of Nepal Cottage and Small Industries(FNC SI)

फोन नं.: ००१-४३२४१४

जिप्ले कार्यालय, सुर्खेत

EXPERIENCE 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



प्र.सं. १४२२ ०४० ०६९

नेपाल सरकार
Government of Nepal

उद्योग मन्त्रालय
Ministry of Industry

घरेलु तथा साना उद्योग विकास समिति
Cottage & Small Industry Development Board



प्रमाण-पत्र

यस सन्निहितमा श्री. र. क. पा. सुब्बा को सफलतापूर्वक तालिम सम्पन्न भएको छ।
जति २०६०/१२/१९ देखि २०६१/१/१२ सम्म सञ्चालन भएको तालिम सम्पन्न भएको छ।
जिल्ला कैलाली ज.सं./गा.वि.स. वडा नं. ६, बरकोट/सुर्खेत/सुर्खेत जिल्ला
लाई यो प्रमाण-पत्र प्रदान गरिएको छ।

CERTIFICATE

This certificate is awarded to Mr/Miss/Mrs. B. K. of Belauri District for having successfully completed Metropolitan/Municipality/VDC Ward No. 9 of Banke District training course conducted by this board from 25.12.2014 to 25.12.2014 at Biratnagar, Surkhet.

प्रमाणित/संयोजक

Instructor/Co-ordinator

मिति: २०६१/१/१२

Date: 25.12.2014

Verification of True Copy

Signature

Header Top Baladur Ch

Date

Certificate Number of the N

Signature of the Head of the

Seal of the Head of the

उद्योग मंत्रालय

परैव तया साणा उद्योग विकास समिति

Cottage & Small Industry Development Board

मुख्य शाखा कार्यालय, बीरेन्द्रनगर, सुर्खेत
Head Branch Office, Bireन्द्रnagar, Surkhet

A black and white portrait of a man with dark hair, wearing a suit and tie. Above the portrait is a handwritten signature and the date "12/1/08".

Verification of the Cardholder's Signature
 Name: Top Balance Oil
 Date: 10/10/10
 Card: 1000000000000000000
 Sold at the Notary Public.



Kh-Index

॥ श्रीगणेशाय नमः ॥

मा सङ्घानि ३२५४८००० वि०

माहिती पत्र २०७५.१६.२१.२२
आदिना दिना २०७५

2065102125
नया/नया ब्रह्म 5

सम सद्भावता भइ सकलतापवक तानम हासल ननु हु
ने श्री भीमती/सुश्री श्री. ज्ञो. वि. ज्ञो.

मात्र ही प्रभाव-यन प्रदान गरीका उ ।

CERTIFICATE

This certificate is awarded to Mr./Mrs./Miss Chandera B. K. of B. K. K.
Municipality/R. M. Ward No. 2 of B. K. K. District, for having successfully completed the

at 1215 and 1015.901. Subject

Signature: _____

RECEIVED
 FROM : 2065102129
 DATE : 27 JUL 2023

3947



का.सू. निदेशक

Regd.No: 1771/067/068

Certificate No. 42/07c

Acharya Computer Institute

Ranghat-5, Surkhet

CERTIFICATE



This is Certify that Mr./Miss. Khagendra B.K. son /daughter of Mr. Taki Raj B.K. has Successfully Completed the Basic Computer Course of Four Month in Computer Training form 2067-0-10 to 2067-8-28 and has secured NA grade.

Basic Computer: 3, Month	Diploma in Computer: 4, Month	Basic Hardware Concept: 2, Month
<ol style="list-style-type: none">1. Fundamentals of computer.2. Microsoft Windows XP.3. MS Word.4. MS Excel.5. MS Power Point.6. E-Mail & Internet Concept	<ol style="list-style-type: none">1. MS Access.2. Adobe Pagemaker 7.0.3. Adobe Photoshop 7.0.4. HTML/DHTML.5. Computer Networking Technology	<ol style="list-style-type: none">1. Concept of Operating System.2. System Software Installation.3. Operating System Installation.4. Application Software Installation.5. Device Drive Installation.6. Accounting Package/Telly

Instructor

Issue Date

Managing Director