**Form TECH-6**

**CURRICULUM VITAE (CV)**

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| --- | --- |
| **Position Title** | Data-Base Expert |
| **Name of Expert:** | Surjan Rokaya |
| **Date of Birth:** | BS. 2041-02-26 |
| **Citizenship/Residence** | Nepali |

**Education:**

|  |  |  |  |
| --- | --- | --- | --- |
| Degree | Specialized Education | College/University | Pass Out Year |
| Bachelors Degree in Business Studies | Management | Janachetana Multiple Campus | AD 2017 |
| Diploma in Computer Office Application | Office Package | Hi-Tech College of Information Technology | AD 2009 |

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**Employment record relevant to the assignment:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Employing organization and your title/position. Contact information for references** | **Country** | **Summary of activities performed relevant to the Assignment** |
| Jun  2018  to Feb  2021 | Job title: Full time  Name of Employer: Deuti Technical Training Institute Pvt. Ltd.  Contact of Employer:  Tel No: 083-523139  Email:brps2070[@gmail.com](mailto:peace.technical@gmail.com)  Mr. Suman Nath Yogi | **Nepal** | * Responsible for entering the trainees' data in the database system. * Support the trainees documents for the preparation of report * Keeping report of financial transaction * Managing database: Record all employee, supplier and customer information and input into database * Update all relevant files in case if any changesResponsible for collecting the data by coordinating with responsible person and analyze it before entering in the database system provided by the respected donors. * Analyze the data before preparing the final reports. |

**Membership in Professional Associations and Publications: NA**

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

Nepali, Hindi, and local dialects

**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** |
| * Prepare Source data for entry by coordinating the respected field coordinator and logging receipt of data (application form) and responsible for all the missing data from the field. * Records data by operating data entry equipment, coding information, resolving processing problems. * Completion of the required task within the desired deadline. * Manage additional responsibilities including troubleshooting, file backup, regular updating, and retrieval of data as when required. * A database administrator regularly performs routine tests and modifications to ensure that a database is performing and running correctly. If a problem occurs, a database administrator troubleshoots the programs and hardware. Based on the findings, repairs or changes can be made to fix the problem. * A database administrator routinely discusses and coordinates security measures with other responsible administrators in the company. | * Comfortable with computer handling, Typing * Data Entry Skills, manage confidentiality * Documentation skills, problem Solving, Analyzing information, Result driven. * Successfully handle the assignments as the Database Officer in the following projects: |

**Expert’s contact information:** (e-mail: [*indrrajskt@gmail.com*](mailto:indrrajskt@gmail.com) phone: 9858053402)

**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.

Indra Raj Sharma 17/01/2021

Name of Expert Signature Date

Indra Raj Sharma 17/01/2021

Name of authorized Signature Date

Representative of the Consultant

(the same who signs the Proposal)