

## **CURRICULUM VITAE**

Sandhya Khanal

Budhanilkantha 10, Kapan, Kathmandu, Nepal

Mobile: +9779828884525, 9864673744

Email: [sandhyakhanal457@gmail.com](mailto:sandhyakhanal457@gmail.com)



## **CAREER OBJECTIVE**

To establish oneself as an excellent professional through hard work, dedication and patience in learning and sharpening knowledge and skill.

To work in the field of social development for bright future of the society contributing in this field.

## **EDUCATION**

### **Bachelor's Running in Journalism and Political Science**

Ratna RajyaLaxmi Campus

Kathmandu, Nepal

### **10+2**

Bal Uddhar Higher Secondary School

Budhanilkantha 10, Kapan, Kathmandu

Passed with **2.64 G.P.A**

### **SEE**

Samata Shiksha Niketan, Boudha, Kathmandu

Passed with **3.1 G.P.A**

## **SKILLS & KNOWLEDGE**

- Sound computer skills MS-Word, Excel, Power Point, Email- Internet including Word and Spreadsheet.
- Good interpersonal relationship skills including listening, persuasion, motivation and influencing.
- Good communication skills, both written and verbal in English as well as Nepali, in order to present technical information in and at an appropriate manner and level.

### **Technical Training**

- ❖ Diploma in Computer & Bus 21 (Business Accounting Software) From 3 Feb to 11 Jul, 2022
- ❖ 1 Day Bus Accounting Software Training Program
- ❖ 2 Days Leadership Development for Gender Equality Training

### **Experience**

1. Work as a Public Relation Officer in Tradelink Technical Training Institute Pvt.Ltd from May 2023 to May 2024.
2. Working in Nava Manjushree Secondary School as a Substitute Teacher for Grade 2. from May 20, 2019 to June 17 2019

### **PERSONAL DETAIL**

Date of Birth : 2058/10/05 (January 1, 2002)  
Temporary Address : Budhanilkantha 10, Kapan, Kathmandu  
Father's Name : Krishna Prasad Khanal  
Mother's Name : Menuka Khanal  
Citizenship No. : 27-01-77-07769  
Language Known : Nepali, English, Hindi  
Religion : Hindu

### **DECLARATION**

I hereby declare that all the information given above is true in my knowledge and belief.

Issue No.: 05-237894

NEB Registration No.: 777745190

GOVERNMENT OF NEPAL  
NATIONAL EXAMINATIONS BOARDAcademic Transcript  
School Leaving Certificate Examination (Grade XII)

T0180810

Name of Student : SANDHYA KHAHAL

Date of Birth : 2058/10/05

School : BAL UDDHAR SECONDARY SCHOOL, KAPAN, KATHMANDU

Subject Code	Subjects	Credit Hour	Grade Point	Grade	Final Grade	Remarks
004	COMPULSORY ENGLISH	4.69	2.4	C+	C+	
668	LEGAL DRAFTING (TH)	2.81	2.4	C+	B+	
669	LEGAL DRAFTING (PR)	2.81	4.0	A+		
670	PROCEDURE LAW	5.63	2.0	C	C	
672	CIVIL LAWS AND JUSTICE	2.34	3.2	B+	B+	
674	CRIMINAL LAWS AND JUSTICE	2.34	2.4	C+	C+	
676	HUMAN RIGHTS	5.63	2.8	B	B	
Total		26.25	Grade Point Average (GPA): 2.64			
Additional Subject (Extra Credit)						
Year of Examination	Symbol Number	<p><b>Note:</b> One Credit Hour Equals 32 Teaching Clock Hours</p> <p><b>TH</b> : Theory,     <b>PR</b> : Practical</p> <p>* The Student has completed the subject in more than one attempt.</p>				
2078	27705068					


Year of Completion : 2078 (2021)

Prepared by : 05-001

Date of Issue : 2078/09/18

  
 Checked by  
 (Section Officer)

  
 Verified by  
 (Deputy Controller)

  
 Krishna Prasad Sharma  
 Controller of Examinations

Serial No. : P0181252

NER Registration No. 777745196

GOVERNMENT OF NEPAL  
NATIONAL EXAMINATIONS BOARD

**PROVISIONAL CERTIFICATE**

*This is to certify that* SANDHYA KHANAL, a regular student of  
BAL UDDHAR SECONDARY SCHOOL, KAPAN, KATHMANDU has completed  
*School Leaving Certificate Examination (Grade XII) held in the year* 2078 *with* 2.64 *GPA.*  
*His / Her date of birth is* 2058/10/05.

Symbol No.: 27705068

Year: 2078

Prepared by: 05-001

Checked by: [Signature]

Verified by: [Signature]

Date of Issue: 2078/09/18

[Signature]  
Krishna Prasad Sharma

Controller of Examination





**Secured Life**  
**Intl' Group Pvt. Ltd.**

Chabahil, A.C. Complex  
Phone: 01- 4495498  
Email: info@sliglink.com  
URL: www.sliglink.com

Serial Number# **6175**  
Dated: **12-JUL-2022**  
Reference Number# **3710**


Secured Life Pvt. Ltd.



## Certificate

This is to certify that SANDHYA KHANAL  
son/daughter of Mr. KRISHNA PRASHAD KHANAL  
has successfully completed the DIPLOMA IN COMPUTER  
& BUSY 21 (BUSINESS ACCOUNTING SOFTWARE)  
Course held from 03-FEB-2022 to 11-JUL-2022

We appreciate his/her talent and wish for  
his/her bright and prosperous future.

  
Course Instructor



  
Awarded By  
Managing Director



**Busy**

BUSINESS  
ACCOUNTING  
SOFTWARE

## CERTIFICATE OF PARTICIPATION



This is to certify that Mr. / Ms. SANDHYA KHANAL

has attended the BUSY Accounting Software Training Program  
at Busy Education & IT Consultant Pvt Ltd.

01-05-2022

Date of Issue

**Busy**

AUTHORISED  
TRAINING  
CENTRE

  
\_\_\_\_\_  
Authorised Signatory



# CERTIFICATE OF ACHIEVEMENT

This is to Certify that

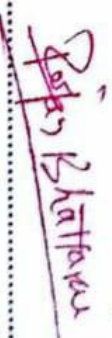
**Sandhya Khanal**

has successfully completed 2 days  
Training in **“Leadership Development for Gender Equality”**  
from 12<sup>th</sup> to 13<sup>th</sup> March 2021.

  
Dhruva Pd. Ghimire  
Human Rights/Leadership, Expert  
Trainer

  
Bimla Gurung  
Gender Expert,  
Trainer

  
Goma Devi Bastola  
President  
RUWON Nepal

  
Dr. Rajan Bhattarai, PhD  
Foreign Affairs Advisor  
of the Prime Minister of Nepal





नेपाल सरकार

गृह मन्त्रालय

काठमाडौं

जिल्ला प्रशासन कार्यालय

नेपाली नागरिकताको प्रमाणपत्र



नाम्प्रनं: २७-०१-७७-०७७६९

नाम थर:

सन्ध्या खनाल

लिंग: महिला

जन्म स्थान:

जिल्ला: काठमाडौं

नंपा: बुढानिलकण्ठ

वडा नं: १०

स्थायी बासस्थान:

जिल्ला: काठमाडौं

नंपा: बुढानिलकण्ठ

वडा नं: १०

जन्म मिति:

साल: २०५८ महिना: १० गते: ०५

बाबुको नाम थर:

कृष्ण प्रसाद खनाल

नाम्प्रनं:

ठेगाना:

बुढानिलकण्ठ नंपा-१०, काठमाडौं

ना. कि.: वंशज

आमाको नाम थर:

मेनुका खनाल ढकाल

नाम्प्रनं:

ठेगाना:

बुढानिलकण्ठ नंपा-१०, काठमाडौं

ना. कि.: वंशज

पति/पत्नीको नाम थर:

XXX

नाम्प्रनं:

ठेगाना:

ना. कि.:



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

Citizenship Certificate No.:

27-01-77-07769

Sex: Female

Full Name.:

SANDHYA KHANAL

Date of Birth (AD):

Year: 2002

Month: JAN

Day: 18

Birth Place:

District: Kathmandu

Municipality: Budhanilkantha

Ward No.: 10

Permanent Address:

District: Kathmandu

Municipality: Budhanilkantha

Ward No.: 10

नेपाल नागरिकता ऐन २०६३ बमोजिम यो नागरिकताको प्रमाणपत्र दिइएको छ ।

नागरिकता किसिम: वंशज

प्रमाण पत्र बाहकको दस्तखत:

(दायाँ) ओंठाको छाप (बायाँ)



प्रमाण पत्र जारी गर्ने अधिकारीको

दस्तखत:

नाम थर: सुजन फगो लिम्बु

दर्जा: प्रशासकीय अधिकृत

जारी मिति: २०७७-१०-२३

टिप्पणी: मिति २०७७/१०/२३ को निर्णयानुसार जारी ।

यो प्रमाणपत्र कसैले फेला पार्नुभएमा नजिकको जिल्ला प्रशासन कार्यालयमा वा प्रहरी कार्यालयमा बुझाईदिनुहोला ।

Handwritten signature and date 2077/10/23.





# TRADE LINK TECHNICAL TRAINING INSTITUTE (P.) LTD.

(A Center of Excellence for Skilled Human Resource Development)

Lhasal, Chakrapath, Kathmandu, Nepal, E-mail: [trade-link3@yahoo.com](mailto:trade-link3@yahoo.com) / [info@tradelinknepal.com.np](mailto:info@tradelinknepal.com.np)



Date: May 20, 2024

## To Whom It May Concern

This is to certify that **Ms. Sandhaya Khanal** is an employee at **Tradelink Technical Training Institute Pvt. Ltd.** as a **Public Relations Officer** from **May 2023** to **till date**. During her tenure, Ms. Khanal demonstrated outstanding proficiency in various aspects of public relations. She effectively managed media relations, ensuring consistent and positive coverage of the company's activities. Her ability to draft, review, and disseminate press releases and other public communications showcased her exceptional writing and communication skills.

**Ms. Khanal** was instrumental in organizing and coordinating numerous corporate events, and public appearances, displaying remarkable organizational abilities and attention to detail. In times of crisis, she adeptly handled communication strategies, mitigating negative publicity and safeguarding the company's reputation. Her management of the company's social media presence was exemplary, as she crafted engaging content and monitored public sentiment to enhance the company's online image.

Furthermore, **Ms. Khanal** engaged effectively with various stakeholders, including customers, partners, and the community, fostering positive relationships and enhancing the company's public image. Her professionalism, creativity, and strategic approach to public relations significantly contributed to our organization's success.

We highly recommend Ms. Khanal for any future endeavors, confident that she will be a valuable asset to any organization.

Sincerely,

  
**Nabin Basyal**  
Director



On behalf of Tradelink Technical Training Institute Pvt. Ltd.

Visit Our Website: [www.tradelinknepal.com.np](http://www.tradelinknepal.com.np)

**We Value Quality More Than Trade.**