28th January, 2020

HR Manager

Everest Bank

Lazimpat, Kathmandu

Dear Sir/Madam

I Somesh Bhandari, am writing this letter to apply for the position of junior assistant trainee at your bank.

I would be a perfect fit for the position and would be more able to meet your costumer expectation in terms of efficiency, accuracy, timelines and professionalism of response. For the past two year I have been in working as the sales manager of Machhapuchhre Agro seeds and chemicals where I have gained a reputation for being accurate, honest and efficient in everything I do.

On a more personal level I am self motivated, positive and have an enthusiastic can do attitude. I have considerable knowledge of all the attributes that you specially looking. In addition to the above distinguishing factors, I have already focused on providing exceptional customer services. I have performed my job accordance to policies and procedures of the bank. I have put my best efforts forward to offer insight in streamlining operation and customer retention.

Please find my resume attached with this cover letter. I hope to have a personal meeting to discuss how I can make a difference through this new opportunity.

Thank you for your time. I look forward to meeting with you.

Best regards,

.............................

Somesh Bhandari

Thansing-3, Nuwakot

**Somesh Bhandari**

**Thansing-03, Nuwakot**

**Cell No. : 9828819366**

**Objectives**

* Excellent in verbal and written communication skills.
* Able to work under pressure.
* Believe in team work.
* Good analytical and organization ability
* Goal oriented
* Hardworking, enthusiastic and honest
* Commitment in quality and result
* Sincere in attitude
* Excellent in problem solving

**Academic Qualification**

* 54.5% Bachelor in Business Studies (TU)
* 70% Intermediate in Management (HSEB)
* 78.8% School Leaving Certificate (Government of Nepal )

IT skills

Software Ms Word, Excel

**Language proficiency**

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Reading | Writing | Speaking |
| Nepali | Excellent | Excellent | Excellent |
| English | Excellent | Good | Good |
| Hindi | Good | Good | Good |

**Working experience**

Date 28th May, 2017 to till date

Organization Machhapuchhre agro seeds and chemicals

Position sales manager

Department sales

**Personal Profile:**

* Date of Birth : 4th Oct, 1994
* Father’s Name : Yadav Prasad Bhandari
* Mother’s Name : Shova Bhandari
* Language : Nepali English and Hindi
* Current address : Swoyambhu Kathmandu
* Permanent address : Thansing-03, Nuwakot
* Marital Status : Single
* Email : [someshbhandari4@gmail.com](mailto:someshbhandari4@gmail.com)

**Reference:**

Dipak Dhungana, BM Kalanki Branch, Century Bank

Bashu Prasad Neupane, PSC, Anamnagar Kathmandu