



Enku Limbu

CURRICULUM VITAE

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- 🏡 Kuleshwore, Kathmandu
- 📅 Nov 18th, 1996
- 👤 Single
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♥ PERSONAL SKILLS

🏆 Physical Organization

Creativity, Motivated, Productivity, Resourcefulness

🕒 Planning

Analyzing Issues, Decision Making, Iterative Improvement

👥 Team Work

Collaboration, Delegation, Goal Setting, Communication, Leadership

🛡️ Resilience

Constructive Reflection, Stress Management, Positive Mindset

💡 CERTIFICATIONS

- 👉 **Winning With Communication** - Udemy
- 👉 **Stress Management** - Udemy
- 👉 **Ultimate Time Management** - Udemy

💬 LANGUAGES

- Nepali
- English
- Japanese
- Hindi

SUMMARY

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving opportunity.

🏢 WORK EXPERIENCE

- **Suva Consultancy** - Front-desk receptionist
Nov 2023 – Dec 2023 / Kalimati, Kathmandu
 - ↳ Respond to calls and emails, provide information or redirect inquiries.
 - ↳ Manage client-executive appointments for an efficient schedule.
- **Central Cafe** - Cashier
Jan 2022 – Feb 2023 / Newroad, Kathmandu
 - ↳ Process customer purchases, handle transactions, and provide receipts.
 - ↳ Maintain accurate transaction records for financial transparency.
- **King Faisal University** - Supervisor
Jan 2022 – Feb 2023 / Al Hofuf, Saudi Arabia
 - ↳ Act as a mediator and problem solver in colleague-related disputes.
 - ↳ Maintain work balance through event scheduling and staff coordination.

🎓 ACEDEMIC QUALIFICATION

- **Gyanodaya Secondary School** - +2 Hotel Management
2071 – 2073 / Bafal, Kathmandu
- **Gyanodaya Secondary School** - School Leaving Certificate
2071 / Bafal, Kathmandu

💻 TECHINICAL SKILLS

| | |
|-------------------------------|-----|
| Email and Calender Management | 75% |
| Microsoft Windows OS 10/11 | 65% |
| Document Handling | 80% |
| Microsoft Office Suite | 60% |

⌚ MY HOBBIES

