



Jenish Tajale

Email : jenish.tajale415@gmail.com

Mobile : +977-9860539804

Address: Kamlabinayak, Bhaktapur

CAREER OBJECTIVE

I want to apply my development skills to an environment where they will make a significant impact on the bottom line.

SKILLS

- Microsoft Office
- Communication Skill
- Analytical Skills
- Adaptability
- Canva
- Web Design

REFERENCES

Mr. Yogendra Man Bijjukchhen

Principal, Genuine Secondary School

+977-9841257294

Ms. Sweta Shrestha

Student Service and HR Associate, ISMT College

sweta.sesya20@gmail.com

+977-9843220179

WORK EXPERIENCE

ECA INCHARGE

Genuine Secondary School | June 2017 – Present

- Managing the ECA of the school.
- Inform all the parents, teachers and concerns about the activities supported by the club.
- Assists in providing a physically safe and emotionally supportive environment showing sensitivity to the individual needs of children in all aspects of development.
- Maintaining positive relationships with colleagues, children and families and school personnel.
- Participating in ECA activities.
- Make schedules and arrangements of facilities and personnel for all scheduled extra- curricular subjects such as visual arts/performance arts/sports and co-curricular activities such as intra- school and inter-school competitions, music festivals, plays, fests, etc
- Record and control the administration of the extra-curricular activities fund.
- Plan and organize various inter- house and inter-school competitions to boost student's confidence, and encourage students to participate in such competitions.

EDUCATION HISTORY

International School of Management and Technology (ISMT) – British Degree

BSC.IT | 2018 – CURRENT

Khwopa Higher Secondary School – HSEB

HIGHER STUDIES (+2) –2016 – 2018