

# Roshan Kafle

Phone: +977 9746374965 | Email: [roshankafle360@gmail.com](mailto:roshankafle360@gmail.com)

**Date of Birth:** 02 May 2000

**Gender:** Male

**Nationality:** Nepalese

**Marital Status:** Unmarried

**Languages:** English, Hindi, Nepali

---

## Personal Profile

- **Passport No:** 11704790
  - **Issue Date:** 17 Nov 2019
  - **Expiry Date:** 16 Nov 2029
- 

## Professional Summary

Dedicated and detail-oriented hospitality professional with **over three years of experience** in housekeeping and team leadership. Adept at **maintaining cleanliness, ensuring guest satisfaction, and leading teams** to uphold high hospitality standards. Strong **time management, teamwork, and communication skills**, ensuring smooth operations in a fast-paced environment.

---

## Experience

**Rhino Spot Resort** – Nawalpur, Nepal

**February 2021 – December 2024**

- **Housekeeping Team Leader (August 2022 – December 2024)**
    - Supervised and trained the housekeeping team to maintain high standards.
    - Managed work schedules, assigned duties, and ensured smooth operations.
    - Maintained compliance with safety and hygiene regulations.
  - **Housekeeping Attendant (May 2021 – August 2022)**
    - Performed daily housekeeping tasks, ensuring rooms met quality standards.
    - Provided excellent guest service, responding to special requests.
    - Maintained high levels of cleanliness in public and private areas.
  - **Housekeeping Intern (February 2021 – May 2021)**
    - Gained hands-on experience in cleaning, sanitation, and guest assistance.
    - Assisted senior staff in maintaining room standards.
- 

## Skills & Strengths

- ✓ Housekeeping & Sanitation Standards
- ✓ Team Leadership & Training

- ✓ Guest Assistance & Customer Service
  - ✓ Time Management & Efficiency
  - ✓ Workplace Safety & Hygiene Compliance
  - ✓ Communication & Problem-Solving
- 

## **Education**

- **Certificate of Housekeeping**
  - **Higher Secondary Education Board of Nepal (+2)**
  - **School Leaving Certificate (S.L.C)**
  - Basic Computer Knowledge
- 

## **Declaration**

I hereby declare that the above information is true to the best of my knowledge and belief.







# SHREE SHIVA

## SECONDARY SCHOOL

Kawasoti Municipality-2,  
Nawalparasi, NEPAL  
Estd. 2031 (1974 A.D.)



### Character / Transfer Certificate

S.N. 1042

This is to certify that Mr./Ms. ROSHAN KAFLE  
son/daughter of Mr. DEEPAK KAFLE and  
Ms. HEM KALA KAFLE, an inhabitant of

KAWASOTI MUNICIPALITY -02, NAWALPARASI was a bonafide student of this school from  
2070 to 2071 B.S. (2013 to 2015 A.D.).  
He/She has passed the ANNUAL S.L.C. examination of  
grade 10 (TEN) held in 2071 B.S. 2015 A.D.  
securing the SECOND division

His /Her date of birth according to the school record is 2057/01/20 B.S.  
(02-May-2000 A.D.). His/Her conduct was GOOD  
throughout his/her stay in this school. To the best of our knowledge and belief he /she  
bears good moral character.

*I wish him/her success in his/her every future endeavours.*

Exam Board : S.L.C. BOARD NEPAL

Registration No: 7144024079

Symbol No. : 0442968 F

2074/02/18

Date of Issue

Prepared by

Checked by

Principal

Phone no:-+977-78-540133

Email:- shivahigher@gmail.com



Issue No. 07-042302

NEB Registration No. 734836035



**GOVERNMENT OF NEPAL**  
**NATIONAL EXAMINATIONS BOARD**  
**Academic Transcript**

A 0460217

Name of the Student : ROSHAN KAFLE

Date of Birth : 2057/01/20

School : SHIVA SECONDARY SCHOOL, KAWASOTI-2, SHIVABASTI, NAWALPARASI

Subjects	Full Marks	Pass Marks	Marks Secured	Remarks
<b>Grade XI</b>				
COMPULSORY ENGLISH	100	35	36	**
COMPULSORY NEPALI	100	35	35	
ACCOUNTANCY	100	35	38	*
ECONOMICS	100	35	43	
BUSINESS STUDIES	100	35	42	
Total	500		194	
<b>Grade XII</b>				
COMPULSORY ENGLISH	100	35	35	
ACCOUNTANCY	100	35	35	*
ECONOMICS	100	35	35	*
BUSINESS STUDIES	100	35	37	*
MARKETING (TH)	080	28	39	
MARKETING (PR)	020	08	20	
Total	500		201	
<b>Grand Total</b>	1000		395	

Prepared by : 07-002

Year of Completion : 2075 (2018)

Date of Issue : 2079/02/11

  
Checked by  
(Section Officer)


  
Verified by  
(Deputy Controller)


  
Krishna Prasad Sharma

Controller of Examinations

**Grading System :**

75% and above - Distinction  
 60% and above - First division  
 45% and above - Second division  
 35% and above - Pass division

To pass the examination candidates must secure  
 35% marks in theory and 40% marks in practical  
 papers, separately.

Note : \* means a student has passed in the second attempt.  
 \*\* means a student has passed in more than two attempts.

Grade XI	
Year	Symbol Number
2073	14803610
2074	24803208
2075	34801543

Grade XII	
Year	Symbol Number
2074	24803208
2075	34801543

Percentage of aggregate marks  
 secured in Grade XI and XII : 39.50

Division : Pass

Pan No.: 111829688



# Rhino spot Resort

Letter No.

REF: No.

DATE Jan 18, 2025

**Subject: Work Experience Certification**

This is to certify that **Roshan Kafle** was employed with **Rhino Spot Resort** in various capacities from **November 2022 to January 2025**, demonstrating **exceptional dedication and professionalism** in the hospitality sector.

- **Intern (November 2022 – February 2023):** Successfully completed a 3-month internship in the housekeeping department, gaining hands-on experience in **cleaning, sanitation, and guest service**.
- **Housekeeping Attendant (February 2023 – February 2024):** Performed **daily housekeeping duties**, maintained **high hygiene standards**, and ensured **guest satisfaction** through quality service.
- **Housekeeping Team Leader (February 2024 – January 2025):** Led and supervised the housekeeping team, **trained new staff**, managed **work schedules**, and ensured strict **compliance with safety and cleanliness regulations**.

Roshan Kafle's responsibilities included **room cleaning, sanitation, laundry management, and guest assistance**, ensuring a **comfortable and welcoming stay** for all visitors. He consistently adhered to **safety protocols and quality standards**, contributing to the resort's **positive reputation**. Additionally, he demonstrated **strong teamwork, time management, communication skills, and attention to detail**, making him a **valuable asset** to our housekeeping team.

We acknowledge his **hard work, professionalism, and commitment to excellence** in the hospitality industry and wish him success in all future endeavors.

Sincerely,  
Dolraj Pathak  
Managing Director  
Rhino Spot Resort



Devchuli-17, Kujauli, Nawalpur

Contact : 9845716181 Email: rhinospotnkali@gmail.com



Redg. 165253/073/074

Affiliated to CTEVT (Council for Technical Education and Vocational Training)



Kings Intl College  
Tilottama-2, Rupandehi

S.N. C071

# Kings International College

Tilottama-2, Rupandehi, Nepal, Ph: 071-438319

E-mail: kings.intl.college@gmail.com

## Certificate of Completion




This certificate is hereby awarded to Mr. Roshan Kafle  
in recognition of successfully completing


## Housekeeping

from 05<sup>th</sup> August, 2022 to 07<sup>th</sup> November, 2022.

His/Her performance has been excellent during the training period.

  
Raju Joshi  
Program Instructor



  
Bishnu Paudel Chhetri  
Managing Director