

# 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.



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# 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.

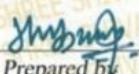
Exam Board : ....S.L.C. BOARD NEPAL

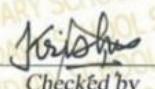
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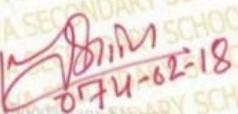
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2074/02/18

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	
<b>Total</b>	<b>500</b>		<b>194</b>	
<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	
<b>Total</b>	<b>500</b>		<b>201</b>	
<b>Grand Total</b>	<b>1000</b>		<b>395</b>	

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.

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Pan No.: 111829688



Letter No.

REF: No.:<sup>12345</sup>



# Rhino spot Resort

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



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Regd. 165253/073/074

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



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

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

S.N. C071

## Certificate of Completion



This certificate is hereby awarded to Mr. Roshan Kafle

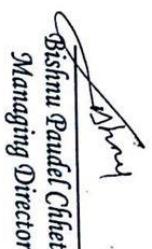
in recognition of successfully completing

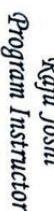
### Housekeeping

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

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



  
Bishnu Paudel Chhetri  
Managing Director

  
Raju Joshi  
Program Instructor



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