

## Shilu Giri

**Mobile:** 9845997206

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### Professional Objective

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Seeking a suitable and rewarding career with an esteemed organization, this would offer good advancement potential, challenges and opportunities to zoom my carrier growth, contributing to the success of the organization.

### Personal Data

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Permanent Address: Lalbandi Municipality-6, Sarlahi

Temporary Address: Shantinagar, Kathmandu

Date of Birth : 2058-11-18

Sex : Female

Nationality : Nepali

Marital Status : Single

Language : Nepali and English

### Education

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2076: Bachelor in Computer Application, (Running)

Danfe College, Sinamangal, Kathmandu (T.U)

2074-2075: N.E.B., (Management)

Liverpool Int'l College, New baneshwor, Kathmandu

2073: Everest Higher Secondary Academy School, Jabdi, Sarlahi (SEE)

### Skills

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- Time Management
- Conflict Resolution
- Collaboration
- Multitasking
- Prioritizing

### Training

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Office Package in Computer

## Experience

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SEA Engineering Academy:

- Worked as Front desk
- Handling phone calls and visitors
- Billing and preparing documents