**SIRJANA SHRESTHA**

**21, Edmund road, OX4 3EH, Oxford**

**Contact No:-07554013750**

**Email Address:-sirjanashrestha@live.com**

**NI Number:-SL 10 11 44 A**

**CAREER OBJECTIVE**

An energetic graduate looking for the opportunity to work in the service industry so that I can serve the organization in the best possible manner.

**KEY SKILL**

* Good interpersonal communication skills.
* Able to work individually of being part of the team
* .Disciplined, reliable, flexible and punctual.
* Quick learner.

**EDUCATIONAL QUALIFICATION**

2012 - London School of Business and Finance, UK

MBA in Human Resource Management

2010 - London School of Science and Technology, UK

Advanced Professional Diploma in Management Studies, EDEXCEL

2008 - Lord Buddha College ( T.U ) Biratnagar, Nepal

Bachelor of Business Studies ( BBS )

2005 - Meryland Higher Secondary College ( T.U ) Biratnagar, Nepal

Management Studies, ( 10+2 )

2002 - Balmiki English Boarding School ( HMG Board ) Biratnagar, Nepal

School Leaving Certificate ( SLC ).

**TRAINING AND EXPERIENCES OBTAINED**

* Obtained knowledge of tally 6.3 from **ESCOL INFORMATION PVT. LTD** (Nepal)
* Knowledge of using computers
* English proficiency training, **NIEC** , Nepal.
* Two months internship in **NEPAL INVESTMENT BANK** Ltd. From Sep 8, 2008 to Nov 21,2008
* Three years experience in teaching as a tuition teacher( Nepal )
* Worked as a receptionist in **PAL VARIETY STORE** for 2 years ( Nepal )
* Worked as a cashier and CSA in **BEST ONE SHOP** for 3 years ( Oxford )
* Have worked in **SUBWAY** as a food server assistant. ( Abingdon )

**INTEREST AND HOBBIES**

* Travelling because it broadens my mind.
* Reading books especially of my courses.
* Listening music, as well as cooking.
* Current affairs

**Certificates And References Will be provided upon Request .**

**Thank you.**

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