19th November 2015

To,

The Managing Director,

PNJ Consortium Pvt. Ltd.

Bhimsensthan-20,

Kathmandu

Ref: Application for Administrative Assistant

Respected Sir,

I would like to express my interest in the position of administrative assistant for your company.

I believe this position would provide a great opportunity to further my chosen career. My willingness to work hard and build my skill base will make a good candidate for the job. I am currently in the second year of BSc. CSIT and I also have an A+ Certification which might come in handy as your company has to work via computers and computers needs constant monitoring & repairing.

I have attached my C.V. along with this and I am looking forward to hearing from you so I could explain more about the competence and significance that I am capable of.

Sincerely,

Sandesh Jonchhe

sjonchhe@outlook.com

**CURRICULUM VITAE**

SANDESH JONCHHE

H.NO 170/17,

Mobile: +9779849128762

Email: sjonchhe@outlook.com

KANTI SANGAM MARG,

MAHARAJGUNJ, KATHMANDU

**CAREER OBJECTIVE:**

To get elevated in the field assigned, by exploring my skill and working hard as true to my conscience for the upliftment of the Organization as well as my personal growth.

**ACADEMIC QUALIFICATION:**

* Completed +2(HSEB) in 2014 from National college of Sciences(NIST) in First Division.
* Completed SLC(Nepal Board ) in 2012 from AVM Higher Secondary Scholl in First Division.

**LANGUAGES KNOWN:**

* Speak: English, Nepali, Hindi, Newari
* Read: English, Nepali
* Write: English, Nepali

**SOFTWARE PROFICIENCY:**

* Languages: C, C++
* Operating System: Windows XP/7/8/8.1/10
* Web Technologies: HTML, CSS, Javascript, PHP
* Packages: MS Office
* Multimedia: Adobe Premier, Adobe Photoshop

**CERTIFICATION:**

* A+ Certification
* Web designing