NIKITA BHANDARI

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Date of birth: 07-03-1997

Nationality: Nepalese

Address: Kathmandu, Nepal

**Objectives**

To work in an organization as an integral part of it and accomplish the job assigned in a better way. I am looking for a highly challenging and dynamic environment where I will be able to enhance my Professional Skills and would be able to get valuable experience.

**Academic Qualification**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.N. | Level | Board | Institution | Year of completion(A.D.) | Percentage |
| 1. | Plus 2 | Higher Secondary Education Board | Himalayan WhiteHouse International H.S. School | 2014 | 75.5% |
| 2. | School Leaving Certificate Examination | Government of Nepal | Joseph English School | 2012 | 87% |

**Professional Experience**

* Assistant Sales Manager

Chirag Enterprises, Bhotebahal, Kathmandu, Nepal

Worked from January 7, 2018 – March 29, 2019

Job descriptions:

* Training the sales team on sales techniques and giving advice.
* Working with sales executives on approaches to building business.
* Managing the company’s social media accounts and posting relevant content.
* Arranging for the company to attend relevant industry events and conferences.
* Reporting on activities towards targets to the company directors.
* Attending meetings with customers.
* Receptionist

Shri Fusion Saving & Credit Co-operative Ltd., Bhatkekopul, Kathmandu, Nepal

Worked from March 5, 2017 – December 15, 2017

Job descriptions:

* Welcoming customers by greeting them directly or through telephone; answering and referring inquiries.
* Directing visitors and giving instructions as needed.
* Maintaining safe and clean reception area by complying with company’s procedures, rules and regulations.

**Other Skills and Qualifications**

* Basic computer skills.
* Competency in English Language.

**References**

* Sushil Kumar Singhania

Proprietor

Chirag Enterprises

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* Bhupendra Bohara

Chief executive

Shri Fusion SACCOS

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