

Curriculum Vitae

Contact Information

Name: Mary Smith

Permanent address: Sukedhara, Kathmandu

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Personal Information

Date of Birth: 2/8/2001

Place of Birth: Sukedhara, Kathmandu

Citizenship: Nepali

Gender: Female

Personal Statement

I am highly organized, efficient, personable and able to deliver consistently high results in challenging and pressurized work environments and am able to cooperate with all levels of staff and clients.

Education

- Bachelor level: BIT
- Intermediate level: Management / unified city College, chabahil
- SLC level: ABC Higher Secondary School

Computer Skills

- Microsoft office suite: Word ,Excel, Powerpoint
- Adobe Photoshop,internet
- Website Development
- Database Handling
- Networking,E-mail

Personal Qualities:

- Exceptional motivational and leadership skills.
- Excellent communication skills in verbal and written both.
- Ability to make strong and healthy relation among employees.
- Remarkable patience with reliability and responsibility.

Technical skills:

- Excellent written and verbal communication skills
- Team building and team player
- Excellent interpersonal skills
- Analytical skills
- Keen observer