Puskal Gautam

Personal Information

Date of Birth:
2048-01-23 (BS)

Marital Status:
Married

Religion:
Hindu

Nationality:
Nepali

Contact

Address:
Sundarharaicha-12,Morang

Phone:
9851018879

Email:
sanne.dhankuta@gmail.com

Languages

Fluency in reading and writing of following languages:
- Nepali
- English

References

Mr. Shaligram Dahal
Account Officer
Sundarharaincha Municipality
9852025823

Dr. Krishna Bahadur Ghimire
Under Secretary
Government of Nepal
9843632477

Mr. Binod Bhattarai
Section Officer
Government of Nepal
9851024228

Objectives

To obtain a challenging position at an organization that will utilize my excellent skills to overcome my job problems and at the same time help me to be a goal-oriented and professional human being. I will prefer doing jobs in the field in a challenging position.

Skill Highlights

- Thrive under pressure
- Communication
- MS Office
- Collaboration
- Networking
- Innovative
- Service-focused
- Computer Maintainance

Experience

MIS-Operator – 11 November 2019 **to** Present
Sundarharaincha Municipality, Biratchowk, Morang
- Perform Various HR functions such as evaluating pay & benefits, recruitment, evaluations, training, record keeping, etc.
- Update Websites of Office.
- Update and analyze the Vital registration result (Birth, Death, Marriage, Migration and Divorce)
- Checking Emails
- Reporting of work to Chief Administrative Officer.

Education

S.N	Level	Faculty	Name of institution	Passed Year	Percentage /GPA
1	SLC		Gyankunj Higher Secondary School, Kathmandu	2007 AD	78.25 %
2	+2	Science	Caribbean College, Lalitpur	2009 AD	69.9%
3	Bachelor	Electrical Engineering	Advanced College of Engineering & Management, Lalitpur	2018 AD	64.04%
4	Masters	MBA	Nepal Open University, Lalitpur	Running	

Training/Certifications

S.N	Training Name	Name of institution	Start Date	End Date
1	Online Training on Social Security and Vital Event Registration	Local Development Training Academy	2077-05-15 (BS)	2077-05-20 (BS)
2	TSAN Technical Seminar	Technical Student Association Nepal	2013-01-03 (AD)	2013-01-04 (AD)
3	One Day Workshop on Robotics	Robotics and Automation Center Thapathali Campus	2010-05-21 (AD)	2010-05-21 (AD)
4	ToT on Vital Event and Social Protection Management Information System (VERSP-MIS)	Department of National ID and Civil Registration	2022-06-09 (AD)	2022-06-10 (AD)