

Pooja Shrestha

Mahalaxmasthan, Lalitpur

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CAREER OBJECTIVE

A enthusiastic, energetic and hardworking professional who knows how to utilize experience, acquired knowledge and learning capabilities to the optimum for the synergic development of the organization and self as individual. I am currently looking for a suitable position in the reputed and progressive organization.

CAREER HISTORY

Campion School and Academy, Lagankhel, Lalitpur

- Administration officer cum Documentation – 12 years and working
- Account Assistant cum cashier- 5 years

OTHER EXPERIENCES

Systematic Computer Institute, Jamal Kamalachhi

- Computer operator – 2 years

ACADEMIC QUALIFICATIONS

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|-------------|---|
| 2011 | Bachelor of Business Studies (BBS) Specialization in Finance from Public Youth Campus affiliated with Tribhuvan University. |
| 2007 | Intermediate in Management from Welham's College, Jawalakhel, Lalitpur |
| 2005 | School Leaving Certificate (SLC) from Paramount Eng. Med. Secondary Boarding School, Kuleshwor, Kathmandu |

Professional Training & Skills

- Air Hostess Training Institute, New Baneshwor, Kathmandu– 3 month

- Have good knowledge on office package (MS. Word, MS. Excel, and MS. Power point), email and internet as well as on operating printer and Xerox machines.

Personal Details

Fathers name : Mangal Bhakta Shrestha
Date of Birth : 6th September, 1986
Permanent Address : Boudha- 6, Kathmandu
Gender : Female
Marital Status : Married

KEY SKILLS AND COMPETENSIES:

Professional

- Can communicate effectively and build relationships with high net worth individuals.
- Data maintenance & accuracy.
- Quick learner.
- Motivated and responsible while it comes to work.
- Have knowledge about dealing with the clients and to tackle with the problems.

Personal

- Able to work well under pressure, priorities workload and work to deadlines.
- Can work on own initiative.
- Excellent written and verbal skills.
- Reliable and punctual.
- Having a high level of intellectual curiosity.

References

Other Reference and Supporting Documents shall be furnished upon request.

Declaration

I certify all the information mentioned above is true and completed to the best of my knowledge. I authorized this organization to verify the information provided in C.V.

Updated on: 1st February, 2024