

AKRITI KUMARI KSHETRI



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Dubai, UAE

Personal Data

Date of Birth : 10-12-1997

Gender : Female

Marital Status : Married

Nationality : Nepali

Language

English

Hindi

Nepali

Passport Details

Passport No : BA0037463

Issued Date : 10-july-2023

Expiry Date : 09-july-2033

Visa Status : Visit Visa

Visa Expiry : 18-Dec-2024

CAREER VISION

To obtain a challenging position which will commensurate with my qualification, experience, interest and contribute potentially to the employer. Effectively utilize my ability to serve my organization for its growth and constant development thereby become a big success in my professional and personal life.

EDUCATION & TRAINING

- Passed SLC from Namuna English Awasiya school.
- Passed intermediate under HSEB board Nepal.
- Passed BBS from Jana Jyoti Multiple Campus under Tribhuan University.
- Computer basic course in Microsoft excel, word, PowerPoint.
- Good command of the English language.
- Intern 3month as receptionist at Jyoti bikash bank.

PERSONAL SKILLS

- Hard Worker
- Creative spirit
- Reliable and professional
- Organized
- Time management
- Team player
- Fast learner

WORK EXPERIENCE

Worked as Receptionist in Jyoti Bikash Bank Ltd. Nepal For 2 Years.

- Greeting visitors.
- Managing security and telecommunications systems.
- Handling queries and complaints via phone, email and general correspondence.
- Transferring call as necessary.
- Taking and ensuring messages are passed to the appropriate staff member availability.
- Managing meeting room availability.

DECLARATION

View of the above particulars please consider my application for favorable action and give me an opportunity to work under your kind administration. Assure you that I will perform my duties honestly to the entire satisfaction of all concerned.

AKRITI KUMARI KSHETRI