

# CURRICULUM VITAE (BUDDARAM BAL)



**MR. BUDDARAM BAL**

Kathmandu, Nepal

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## CAREER OBJECTIVE

Fully committed, capable and confident personnel with excellent customer service skills as well as public relationship, who possess the required vision, ability, drive, and enthusiasm needed for successful hospitality management. To achieve a career in Hospitality sector in esteemed organization where I can utilize my knowledge & skills in a competitive and challenging environment. That's why can apply young and energetic performance in any sectors.

### 1. RECENT EMPLOYMENT HISTORY

Organization : National Cooperative Bank Limited, Nepal  
Location : Central Office Kupandole, Lalitpur, Nepal  
Former : Branch Office Phidim, Panchthar, Nepal - As a Branch Manager covering 3 district  
Designation : Senior Assistant  
Period : Since 7 November 2013 to 2022 - Covering in the field of Administration HR system, Stock management, Loan (Credit and Micro Credit investment/recovery) and Marketing as well.

### 2. ACADEMIC QUALIFICATION

S.N	Level	Institute(Campus)	Division	Date
1.	SLC	Nirmal Higher Secondary School, Basamadi-02, Makwanpur, Nepal	First (70%)	2064 (2007 A.D)
2.	HSEB (10+2)	Nirmal Higher Secondary School, Basamadi-02, Makwanpur, Nepal	First (63.5%)	2067 (2009 A.D)
3.	University Bachelor's Degree (BBs)	Narayani College, Hetauda, Makwanpur	Pass	2072 (2015 A.D)
4.	University Master's Degree	Shankar Dev Campus, Kathmandu, Nepal	Running	
5.	University Master's Degree	Tribhuvan University Balkhu, Kathmandu.	Running	

### 3. TRAININGS & SKILLS

- ☐ Excellent and Advance Computer skills including MS Word, Power Point, Excel, Email, Internet etc. Also, Basic Secretarial skills and all kinds of Typing. Learn From 7 April 2008 to 6 August 2008.
- ☐ Language skills: English, Hindi & Nepali.
- ☐ Accounting training for Assistant from WWF Nepal. On dated 27 August 2011 to 2 September 2011.
- ☐ Training: CARE Learning conference on Psychosocial Intervention in Gulu district, Northern Uganda. Feb 14 to 16, 2012
- ☐ Training: Regional (Asia and the Pacific Workshop) on "Youth and Campus Cooperatives; moving towards sustainable growth and development in the cooperative decade" in Bangkok, Thailand. Sep 17 to 20, 2015.
- ☐ 5 Days training: "Trainers of Training" (TOT), Through National cooperative Bank Limited, 20 February 2020 to 25 February 2020.

- ☐ Training: 7 days "The Security Center for Airports Online Course" from Genetec Inc. Canada, for 8 October 2022 to 14 October 2022.
- ☐ Training: 2 days "International Certified Career Coach" Through CDA, USA and Mindler from 28-29 October 2022.
- ☐ Training: 2 weeks "trainers of training" TOT from Training Institute for Technical Instruction-TITI under CTEVE.

#### 4. CORE COMPETENCIES

- ☐ Energetic & hard working
- ☐ Creative and persistent in listening with empathy and assessing clients need.
- ☐ Can deal with guest in friendly and polite manner.
- ☐ Good communication and public relation skills.
- ☐ Committed on assignment, motivation, marketing and organizational development and handling skills.
- ☐ Aware to health and safety at workplace, friendly with coworkers and also team management skills.
- ☐ Good strategic plan, management and customer satisfaction skills.

#### 5. PERSONAL APPRAISAL & DETAILS

Date of Birth : 25 June 1990 A.D, (11 Aashadh, 2047 B.S)  
 Father's Name : Mr. Rahar Sing Bal  
 Mother's Name : Thuli Maya Bal  
 Grand Father's Name : Sher Bahadur Bal – Sanu Kanchhi Bal Grandmother  
 Nationality : Nepalese  
 Marital Status : Married  
 Religion : Buddhist  
 Permanent Address : Handikhola-04, Makwanpur, Now Manahari-02, Makwanpur  
 Mailing Address : Kathmandu, Nepal  
 Citizenship Number : 31-1020/67437, Issued from Makwanpur, Date: 2066/09/23  
 PAN no. : 104561326  
 Skype : buddaram201

#### 6. PASSPORT & VISA DETAILS

Passport no : 12348066  
 Date of issue : 27 August 2021  
 Validity : 26 August 2031  
 Place of issue : Central Passport Office (Nepal)  
 Visa status : Republic of Uganda Visa February 2012 and Kingdom of Thailand Visa September 2015.

I do hereby declare that the above-mentioned information is true to the best of my knowledge and belief. I am sure that if a single chance is given to me to serve in your esteemed organization/Bank, I will give my full efforts towards the betterment.

**MR. BUDDARAM BAL**