



# MILAN CHAULAGAIN

Date of Birth : 1986 December 22



## SKILLS

- Technical skills



- Analytical Skills



- Leadership skills



- Communication skills



## CONTACT ME

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Dubai, Burdubai



## SUMMARY

Passport Number: PA1911981

Issue Date: 09 Oct 2023

Expiry Date: 08 Oct 2033

Issue Place: MOFA, Department of Passport, Kathmandu, Nepal

Visa Status: Valid Visit Visa

To become a part of progressive, growth oriented organization where my abilities and knowledge will be optimally utilized and looking for a challenging environment that encourages continuous learning, provides exposure to new ideas, and stimulates personal and professional growth.



## WORK EXPERIENCE

### CUSTOMER SERVICE REPRESENTATIVE

August, 2021 -  
May, 2022

#### Need Technosoft Pvt. Ltd. , Biratnagar, Nepal

- Persuasive Speaking Skills. Think of the most persuasive speaker in your organization.
- Empathy.
- Adaptability.
- Ability to Use Positive Language.
- Clear Communication Skills.
- Self-Control.
- Taking Responsibility.
- Patience.

### OFFICE CLERK

April, 2005 -  
March, 2007

#### Merryland College , Biratnagar, Nepal

- Maintain files and records so they remain updated and easily accessible.
- Sort and distribute incoming mail and prepare
- outgoing mail (envelopes, packages, etc.)
- Answer the phone to take messages or redirect calls to appropriate colleagues.
- Utilize office appliances such as photocopiers, printers etc.



**TICKET SALES  
AGENT**  
May, 2022 -  
January, 2024

**Sumi Stationary & Online Services , Biratnagar, Nepal**

- Arrange travel for business and vacation clients.
- Determine clients' needs and preferences, such as schedules and costs.
- Plan and arrange tour packages, excursions, and day trips.
- Find fare and schedule information.
- Calculate total travel costs.

**SENIOR  
ADMINISTRATI  
VE OFFICER**  
May, 2007 - May,  
2020

**Merryland College , Biratnagar, Nepal**

- Communication. Communication - both verbal and written - is a daily requirement for virtually any position.
- Microsoft 365.
- Organization.
- Problem solving
- Scheduling.
- Flexibility.
- Working well under stress.
- Customer service



**ACADEMY**

**BACHELOR  
DEGREE IN  
BUSINESS  
STUDIES**  
July, 2006 - July,  
2009

**Mahendra Morang Adarsha Multiple Campus , Biratnagar**

**MASTER  
DEGREE IN  
PUBLIC  
ADMINISTRATI  
ON**  
February, 2015 -  
May, 2017

**Tribhuvan University**



**ACHIEVEMENTS**

**Basic Compute Software Course**

I received an award from the College of Information Technology for completing a 3-month basic computer course.



**LANGUAGE**

- Nepali
- Hindi
- English