



SANAM BHANDARI KSHETTRI

Education Professional & Career
Counsellor

CONTACT

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Belchowk, Bharatpur-03,
Chitwan

EDUCATION

Bachelor of Education (B.Ed)
Maiya Devi Kanya College (TU)
2067 - 2071 BS

**Proficiency Certificate
Level**

Maiya Devi Higher Sec. School
2062 - 2065 BS

RELEVANT SKILLS

- Computer-application (MS Excel, Powerpoint & Word)
- Project Management
- Communication Skills (written & verbal)
- Team-work & Collaboration
- Initiation & Leadership
- Language Proficiency (English, Nepal & Hindi)

REFERENCES

Ganesh Thapa

Principal,
Small Heaven School

Phone: 9855050622

Dr. Harihar Pokhrel

Former Campus Chief,
Maiya Devi Kanya College

Phone: 9845026113

ABOUT ME

Experienced primary level teacher with 16 years of dedicated service, recently transitioned into the role of an admin officer in a reputed consultancy firm. Possessing strong communication and management skills, I bring a unique blend of communication-expertise and administrative insight to contribute positively in a dynamic professional environment.

WORK EXPERIENCE



**AUSTRALIAN INST. OF
CAREERS & SKILLS (AICS)**

2023 - Present

Senior Counsellor & Admin Officer

- Counsel & deal with students residing in Australia for their enrollment programs, loan-processing, certifications and visa-management.



SMALL HEAVEN SCHOOL
Primary Level Incharge cum Teacher

2013 - 2023

- Taught various subjects viz. English, Science and Math to primary level.
- Co-ordinated with other teachers of primary level and served as the In-charge of Primary Level.



LITTLE FLOWER SCHOOL
Primary Level Teacher

2010 - 2012

- Taught English subject.
- Acted as House Teacher for one of the houses and guided students in extra-curricular activities.



CHITWAN ENGLISH SCHOOL
Primary Level Teacher

2007 - 2009

- Taught English subject



AROMA ENG. SEC. SCHOOL
Primary Level Teacher

2004 - 2006

- Taught English subject

TRAININGS

- 3-months Computer Training at College of Software Engineering, Chitwan
- 5-days teachers workshop organized by 'Shaikshik Tatha Samudayik Paramarsha Sewa Kendra Nepal'