



Shrijan Shah

Date of birth: 29/04/1992 | **Nationality:** Nepalese | **Gender:** Male | **Phone number:**

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Address: Bulbuliya, Nepalgunj Sub Metropolitan City 13, 21900, Banke, Nepal (Home)

ABOUT ME

I am an experienced farm worker with a proven track record of increasing crop yields through efficient irrigation techniques and cost-effective maintenance. I have a deep understanding of soil and water management, as well as an aptitude for machinery and tool operation.

EDUCATION AND TRAINING

Banke, Nepal

NATIONAL EXAMINATION BOARD Birikuti Higher Secondary School

WORK EXPERIENCE

28/04/2010 – 17/05/2011 Nepalgunj, Banke, Nepal

TRAINEE BINAM SHRESTHA & CO.

- Attending meetings and workshops
- Develop relationships with residents
- Assist business development
- Ensure correct and timely reporting
- Management trainee learn to evaluate performance
- Work towards sales goals
- Communicate effectively with all staff members
- Completing all assigned tasks
- Compliance and safety
- Ensuring the school supports the arrangement
- Keep track of business revenue
- Create and give presentations

29/06/2011 – 30/09/2014 Kathmandu

PROJECT INCHARGE STORM COMMUNICATION PVT LTD.

- Risk management and mitigation
- Manage project documentation
- Leadership
- Conflict resolution
- Monitor project progress
- Problem solving and critical thinking
- Project management
- Project planning and scheduling
- Risk management
- Stakeholder management
- Budget management
- Change management

08/10/2014 – CURRENT Nepalgunj, Banke, Nepal

LOAN AND RECOVERY OFFICER HULAS FIN SERVE LTD.

- Build trust with debtors
- Keep tracking outstanding debts
- Collected payments on past due bills
- Communication and interpersonal skills

- Negotiate payoff deadlines and payment plans
- Communicated directly with customers through email
- Maintain and update account records
- Negotiated settlements with clients
- Recording new commitment towards loan recoveries
- Time management and organization

● **LANGUAGE SKILLS**

Mother tongue(s): **NEPALI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
HINDI	B1	B2	B2	B2	B1
ENGLISH	B2	B2	B2	C1	C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Google meet, Microsoft powerpoint | Social Media including Facebook , WhatsApp and Twitter | Ability to work in a team and autonomously

● **PERSONAL DETAILS**

Skills

- Inventory control
- Safety Regulations
- Teamwork
- Customer service
- Forklift experience
- Knowledge of warehouse safety standards
- Shipping receiving
- Data Entry
- Flexibility
- Organisation
- Problem solving
- Time management
- Communication

Passport Detail

Passport No:PA1969567
Date of Issue:17 Oct 2023
Date of Expiry:16 Oct 2033
Issuing Authority:MOFA,Nepal

License Details

License No:02-12-0082982
Date of Issue:06-04-2015
Date of Exiry:04-04-2025
Category:A,B

● **SELF DECLARATION**

Self Declaration

I certify that the information provided in this resume is true and accurate to the best of my knowledge.I hereby declare that the details furnished above are true and correct.The information presented in this resume accurately reflects my qualifications and experience.