

CURRICULUM VITAE



Bharat Thapa

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Dubai, UAE

Personal Data:

Father's Name: Mr. Krishna Bahadur Thapa

Mother's Name: Mrs. Jyoti Thapa

Nationality : Nepalese

Date of Birth : 22nd Jan. 2000 A.D.

Gender : Male

Marital Status: Married

Language

- **English**
- **Nepali**
- **Hindi**

Passport Details:

- ❖ Passport No. : PA0357139
- ❖ Date of Issue : 17 May 2022
- ❖ Date of Expiry : 16 May 2032

Trainings:

- ❖ **Basic computer Application & Accounting Package "Tally"** from 20th March 2018 to 12th Aug. 2018

Career Vision

To work with an organization, which will bring out the best in me, offer a chance to contribute towards my growth of the organization and to develop my personality altogether. I will avail opportunities, challenges and growth. I could be able to show my best potential and further exploit in conjunction with institutional goal and objectives.

Education & Qualification

- ✓ 10th Passed from Arjun Awasiya Ma. Vi. Tamghas, in 2016 A.D.
- ✓ +2 Passed from Arjun Awasiya Secondary School, Tamghas in 2018 A.D.

Key Skills

- ✓ Self-Motivation.
- ✓ Excellent interpersonal and communication skills in a professional manner.
- ✓ Ability to learn and work under pressure.
- ✓ Confident and good team player.
- ✓ Ability to learn quickly and adapt to changing environments and willingness to accept responsibilities.
- ✓ Ability to deal effectively with multicultural environment.

Professional Experience:

- ✓ Worked as a **logistics executive** in Sipradi trading pvt. Ltd. from 2019 Aug 5th to 2020 Dec. 30th
- ✓ Worked as a **Jr. Officer- Sales** at Gandaki Auto Trading Pvt. Ltd. from 1st Aug. 2021 to 30th Dec. 2022.
- ✓ Worked as a **Jr. Office executive** at S.T.C. Auto Pvt. Ltd. from 1st Feb. 2023 to 21st April 2024.

Responsibilities

- ✓ Maintaining the filing system.
- ✓ Couriering documents and mail distribution office.
- ✓ Manage phone calls and emails.
- ✓ Preparing documents such as invoice bills and other expenses.
- ✓ Provide general support to visitors.
- ✓ Manage office expenses.

Declaration

- ✓ I hereby declare that the above mentioned statement is true of my knowledge.

Bharat Thapa