



Shrijan Shah

Date of birth:29/04/1992 | **Nationality:**Nepalese | **Gender:** Male | **Phone number:**
(+977) 9702021907 (Mobile) | **Email address:**srijan.storm@gmail.com |

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

ABOUT ME

I am a hard-working and driven individual who isn't afraid to face a challenge. I'm passionate about my work and i know how to get the job done. I would describe myself as an open and honest person who doesn't believe in misleading other people and tries to be fair in everything i do. Recently I am working as a permanent employee at Hula Fin Serve Limited Nepalgunj Branch in a Loan and Recovery department .

EDUCATION AND TRAINING

Banke, Nepal
Bachelor's Degree in Business Studies, City Collage Of Managment.

WORK EXPERIENCE

28/04/2010 – 17/05/2011 Nepalgunj,Banke, Nepal
TRAINEE BINAM SHRESTHA & CO.

- Prepare balacne sheets and audit statements.
- Provide administative support and collaborate with the audit team.
- Checking the clients ledgers & day-book.
- Accouting journal entries and billing in accounting software
- Communicate effectively with all staff members
- Completing all assigned tasks

29/06/2011 – 30/09/2014 Kathmandu
PROJECT INCHARGE STORM COMMUNICATION PVT LTD.

- Planning for brand promotion
- Planing for BTL activites i.e road show, collage activity mall activity etc.
- Manage project documentation
- Leadership
- Monitor project progress
- Problem solving and critical thinking
- Project management

08/10/2014 – CURRENT Nepalgunj,Banke, Nepal
LOAN AND RECOVERY OFFICER HULAS FIN SERVE LTD.

- Financing on automobiles.
- Keep tracking outstanding debts
- Collect emi from customers
- Dealing with customers to provide financing schemes.
- Communicated directly with customers through telephone.
- Maintain and update account records
- Planning for loan Recovery

● **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

- Safety Regulations
- Inventory control
- 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 Expiry: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 qualification and experience.

