

Curriculum – Vitae



Kamlesh Kumar Chaurasiya

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Birgunj Metropolitan city-13, Ranighat Birgunj, Parsa Nepal.

Objectives

To secure a creative & challenging with a professional managed organization, as to not only hone my skills, but also preserve dynamically to the best of my ability & dexterity for the continual development of both, the organization & myself.

Personal Statistics

Citizenship	: Nepali
Citizenship No.	: 341040/89
Passport No.	: 10690401
Sex	: Male
Marital Status	: Unmarried
Father's Name	: Pramanand pd. chaurasiya
Temporary address	: Birgunj-14 Parsa
Permanent address	: Bindwasini Rural Municipality -03 Jhauwa, Parsa
Date of Birth	: 27 july 1987
Lang. Known	: English, Bhojpuri, Nepali & Hindi.
Religion	: Hindu
License	: Two wheeler

Professional Summary

Technical Proficient: Qualified professional finalized B.B.A from Purbahal University. Skills in analyzing and resolving management problem, as well as information and communication system problems. Skill in researching and analyzing the problems and recommending effective solution.

Excellent Communication Skills

Exceptionally and analyzing policies, operating procedure and recommending solution and standards to management.

Academic qualifications

Level	Board/University	School/College	Division
S.L.C.	Nepal board	Shree Ramshwarup Ramprit Chaurasiya Ma.Vi. Jhauwa Guthi.	2 nd
I.COM	Tribhuvan University	Thakur Ram Multiple Campus Birgunj.	2 nd
B.B.A(PU)	Purbanchal University	Birgunj public college	2.35 CGPA

Other Qualification

- MS- word, MS – Excel, Power point, Email – internet etc.
- Tally ERP 9.

Training

- Sharpen The Tools Communication–Birgunj Public College.
- Shaping Your Career– Birgunj Public College.
- How to Get Job & Build a Great Career– Birgunj Public College.
- Conflict Management – Birgunj Public College.
- Training of Trainers-RRAFDC Bara & USAID.
- Stage, Radio, Television & Journalism Training–Milansar
Environment Conservation Organisation–Biruwaguthi parsa.

Experience

- 2 yrs – SPN & Riya project as a Peer Educator.
- 2 yrs – BIJAM as a Mobile Population Educator.
- 6 months – RRAFDC as a Ward level Facilitator.

Present

Working in a financial institution as an administrative assistant since 2017.

Personal Interests

Visiting new places, playing cricket, Reading news papers and Doing something new.