

## **CURRICULUM VITAE**

**Sujan Khadka**

**Profile:**

Looking for a good career where I will be able to demonstrate my personal skills. Always on a lookout for a positive and bigger outlook of life. Social, optimistic and open-minded person.

<b>PERSONAL INFORMATION</b>	
Surname	: <b>Khadka</b>
First name	: <b>Sujan</b>
Gender	: Male
Date Of Birth	: 2053/01/09 (1996/04/21)
Marital Status	: Single
Nationality	: Nepali
E-mail	: Onlysujan.khadka@gmail.com
Permanent Address	: Shailung-07, Dolakha (North), Nepal
Temporary Address	: Kathmandu, Nepal
Contact	: 9849681803

<b>ACADEMIC DETAILS</b>				
<b>S.N.</b>	<b>Academic Level</b>	<b>Board</b>	<b>Passed Year (B.S)</b>	<b>Division/CGPA</b>
1.	<b>School Leaving Certificate(S.L.C.)</b>	Government of Nepal	2068	First (77.25%)
2.	<b>+2 in Science</b>	HSEB	2071	Second (55.80%)
3.	<b>Bachelor in Business Administration</b>	P.U.	2076	CGPA (2.96)
4.	<b>Master of Business Administration</b>	P.U	Result Waiting	

**SUMMARY OF QUALIFICATIONS:**

- Outstanding communication and presentation skills.
- Adaptable and flexible to any type of situation.
- Can work in a team with full leadership.
- Focused and multitasking with good management skill.

**TRAINING**

Two months training (internship) at Himalayan bank Ltd.

- Customer Service Department and credit Department
- Provided support to management in the area of loan processing
- Provided client management support through handling customer queries, attending to service failures and ensuring service recovery
- Inspected collateral quality and clients' credibility by site visiting with supervisor

**SKILLS:**

- Loyal, hardworking and social.
- Time utilization in systematic way.
- Optimistic towards my job.
- Research and writing skills

**INTERESTS:**

- Finding out new things.
- Reading books to explore new horizons of literature.
- Watching movies and listening music.
- Travelling new places to explore new things.
- Playing games like football, basketball and others.
- Love to visit new place, meet new people and very keen to help others.

**Extra Activities:**

- Participated at international conference organized by Uniglobe college Kathmandu.
- Participated in various group tasks and seminars
- Participated at international conference organized by FIIB University, Delhi India.
- Participated at international conference organized by Bhagat phool singh mahila university, India.

I certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience.

**REFERENCE**

Diwakar Bista

Program Coordinator Uniglobe College

Mobile: 9851178488

Thank You!  
Sujan Khadka