

RESUME

JAGAT KARKI
GAURADAH, JHAPA
NEPAL
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Personal Statement:

I am a dedicated, organised, methodical, enthusiastic, self-motivated, responsible and hardworking individual having sound technical skills as well as excellent interpersonal skills. I am eager to be challenged in order to grow and improve my communication and professional management skills and often seek new responsibilities within a wide range of employment areas.

Core Competencies:

- ⇒ Problem solving
- ⇒ Customer oriented
- ⇒ Written and spoken communication skills
- ⇒ Honesty
- ⇒ Reliability
- ⇒ Teamwork
- ⇒ Attention to detail
- ⇒ Discretion
- ⇒ Quick Learner

Technical Competencies:

- ⇒ Proficient with Microsoft Office—Word, Excel, PowerPoint, Outlook
- ⇒ Adapt with any business software
- ⇒ Operating Softwares (Windows 7/8/8.1/10, Linux)
- ⇒ Hardware and Software Troubleshooting

Education

Masters In Business Administration [MBA - Marketing] (2019 - 2023)
(3.44 CGPA)
Sunway International Business School, Kathmandu
Infrastructure University Kuala Lumpur (IUKL)

Bachelor of Science in Information Technology (2014-2017)
(66.4%)
College For Professional Studies, Kathmandu
Sikkim Manipal University

10+2 (Management, 2011-2013)
(52.4%)
Shree Sharada Higher Secondary School, Damak
HSEB

SLC (2011)
(78.75%)
Shree Gyanjyoti Secondary School, Gauradaha, Jhapa

Experience

- ⇒ Office Assistant - 3 months
Shree Navodaya Multipurpose Cooperative Ltd., Jhapa
 - ⇒ Trainee Assistant (Customer service desk) - 6 months
NICASIA BANK LTD, GAURIGUNJ, JHAPA
 - ⇒ Assistant (Cashier) - 1.6 months
SIDDHARTHA BANK, DAMAK, JHAPA
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Language Proficiency

- ⇒ Nepali (Native)
- ⇒ English (Good)
- ⇒ Hindi (Good)