

CURRICULUM VITAE

BIRAT BHATTARAI

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❖ PROFILE

A highly self-motivated fast learning, self-doing, self-confident and hard-working person with friendly and engaging pleasant personality. Also, be able to maintain effective working relationships, respond well to stress, and have good communication and situation management skills. Able to use own idea to solve problem and analyze new opportunity or threat as able to work under pressure and flexible duty hours. Ability to work in a team as well as single has a good organization and administrative skills

❖ CAREER OBJECTIVES

To acquire a challenging, culturally and socially rewarding position, where my education, experience and my strong capabilities will be most fully engaged and have a great impact to make a substantial and positive impact towards the success of the organization and my own career growth.

❖ WORKING EXPERIENCE (Junior Assistant)

Organization: Kankai Bikas Bank, Khorshane Branch

Period : October 21, 2018 to September 14, 2019

Designation : Junior Assistant

Main duties

- Promoting and marketing the branch and its products. Solving the related problem if arises for overall branch.
- Meeting with customers and resolving any problems or complaints. Ensuring there's a high level of customer service.
- Directing all operational aspects including distribution, customer service, and administration accordance with the bank's objectives.
- Approves exception transactions, backs up tellers and performs teller duties as needed.
- Manages the schedule and ensures there are tellers to provide sufficient service levels during busy periods.

Organization: Prime Commercial Bank, Khorshane Branch

Period : From September 14, 2019

Designation : Assistant

Main duties

- Preparing loan application, evaluating client's financial information and calculating risk ratios.
- Evaluating the financial condition of borrower in accordance with the established procedure.
- Contact clients to gather financial data and documentation, analyze credit risk.
- Maintain updated records of loan applications and files.
- Follow up with clients about loan renewals and monitor progress of existing loans.
- Preparing loan application, evaluating client's financial information and calculating risk ratios.
- Contact clients to gather financial data and documentation, analyze risks of loan.
- Maintain updated records of loan applications and files.

❖ ACADEMIC QUALIFICATION

Bachelor in Business Studies (BBS)

Running

Sukuna Multiple Campus, Khorshane, Morang

Intermediate Level (+2)

2015

Sukuna Multiple Campus, Morang, Nepal

Major Subjects: Accountancy, Economics, Computer Science

2013

School Leaving Certificate (SLC)

Bal Pratibha English School, Morang, Nepal

Major Subjects: Mathematics, Science, English, Nepali, Accountancy

❖ Computer Literacy

- Familiar with MS office – Excel, Word, Access & PowerPoint.
- Basic knowledge of Accounting packages like Tally, Swastik etc.
- Knowledge of Graphics Design and Photoshop.

❖ STRENGTHS

Technical: I am good user of Microsoft Word and Microsoft Excel that further enhances technical analysis of the data and I am familiar with term Sales Inventory Management and with cash transaction software like Finacle and Pumori IV. I have a good knowledge of coding and programming and a good knowledge of project management and technical writing.

Interpersonal: My interpersonal skills include a great ability to motivate others, develop rapport with co-workers and quick decision making, never giving up attitude and very loyal towards my words.

Other: I am good user of English and Nepali language in both writing and speaking. And also have good command in speaking Hindi language.

Personal Details

I am young, self-motivated, Positive, energetic and hard-working Person of 24 years old; and I have an enthusiastic 'can do' attitude, with excellent time management and best marketing skills. I am a good communicator with proven interpersonal skills and being able to work as part of a team which also being capable of using own initiative. I am skilled in dealing with problems in a resourceful manner and negotiating to achieve beneficial agreement. I am always enthusiastic to learn and undertake new challenges.

Nationality : Nepalese

Citizenship no : 05-01-70-24230, Morang

Marital status : Single

Sex : Male

Date of Birth : 13th March, 1998

Address : Sundarharaicha-12, Morang

Declaration

I hereby declare that the above information furnished by me is true and correct to the best of my knowledge and belief. Any false statement in resume is subjected to my disqualification and dismissal.