

DHEERAJ RAJBANSHI

+9779816329578 | dheerajrajb500@gmail.com

Babiya Birta ward no- 5 Now Rangeli-1 Rural Municipality Morang (Nepal)

f <https://mbasic.facebook.com/zaiin.raz>

Date

Recipient Name

Recipient Designation

Company Name

Company Address

Dear Recipient Name,

I am writing to express my interest in securing an Associate position at Company Name. I am a Master of Liberal Arts degree candidate at XXX School, specializing in Information Technology. I come from a solid technical background with a strong interest in business and a passion towards strategy. My area of focus and interest varies from quantitative analysis to project management. I have maintained a 3.96 GPA through a well-balanced program of study, which is not only very analytical and technical by nature but also helps to build leadership and team building qualities. I am extremely impressed with company's approach to strategy consulting, especially within the Business Development and Innovation practice areas. I believe my academic background, business knowledge and industry experiences have provided me with the credentials needed to thrive as an Associate.

Prior to ABC Company, I worked as a technology professional, primarily resolving strategic issues related to technology process improvement. I gained solid research, analytical and problem solving skills while working in Fortune 500 companies. My background in generating innovative ideas and strategies to improve processes has provided me with a deeper understanding of multifaceted problems that companies encounter in their daily operations. Moreover, because of my work experiences, I fully understand how important it is to have great team dynamics in today's multi-disciplinary business environment.

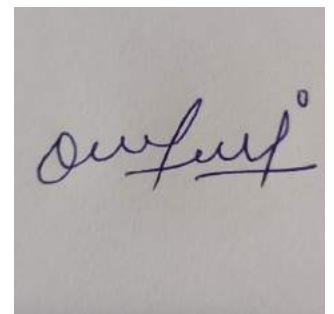
To date, my experience as an IT professional has been extremely rewarding and productive. However, it is through strategy consulting that I can use my analytical aptitude and creative problem solving skills to their fullest. I strongly believe that consulting is a discipline that will force me to view problems not only from the client's standpoint but also from a marketplace, best practices and "think out of the box" point of views.

I would appreciate the opportunity to interview with Company Name for the Associate position. Please find enclosed my resume for your review. I can be reached via email at your email or by phone at Your phone number. I enthusiastically look forward to hearing from you soon.

Thank you for your time and consideration.

Sincerely

Your Name



Dheeraj Rajbanshi



Dheeraj Rajbanshi

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Objective

To become an excellent Civil Engineer taking up Challenging Works in the Industrial structure, Building etc., with creative and diversified Projects & to be part of a Constructive & Fast Growing World.

Experience

- A.S. Engineering Consultant** 10/07/2020 -
Civil Engineer Construction
 - * Working with clients, contractors, architects, local authorities and external agencies on various renovation and new build projects.
 - * Creating 2D and 3D drawings and designs using AutoCAD.
 - * Designing concrete structural elements, e.g. foundation, beams and walls.
 - * Providing technical assistance to members of a multi-disciplined design team.
 - * Presenting design to clients, senior engineers and project managers.
 - * Performing regular site visits, inspections, audits and surveys
 - * Establishing a project brief and budget proposals before the start of a project.
 - * Attending regular multi-disciplined meetings to discuss projects.
 - * Plan and execute Civil works Construction in coordination with Civil Contractors.
 - * Direct construction, operations, and maintenance activities at project site.
 - * Work on engineering designs preparing reports, construction drawings, specifications, calculations, equipment selection for various project..

Education

- Shree Ram Memorial English School, Biratnagar Morang (Nepal)** 2006
S. L. C
61.63 %
- Devkota Memorial H. S School Biratnagar Morang (Nepal)** 2008
Higher Secondary Education Board
47.50 %
- Eastern College Of Engineering, Biratnagar Morang (Nepal)/ Affiliated By Purbanchal University** 2019
Bachelor Of Civil Engineering
2.64 CGPA

Skills

- * Communication: I have a proven ability in leadership and effective communication skills diagrammatically, verbally and in written form.
- * IT and Design: I have excellent working knowledge of the following computer programs: Microsoft Office packages, AutoCAD 2D/3D etc. Good civil engineering understanding, mathematical and technical skills.
- * Management: I have the natural ability to mentor, develop, inspire and lead groups of people to achieve the objectives set by the organisation. Ability to think methodically, design, plan and manage projects Ability to maintain an overview of entire projects.

Interests

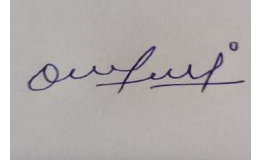
- Due to my enduring passion for engineering, I enjoy building upon my knowledge of various computer programs that I can utilise to further my career in the industry. I also enjoy playing a number of sports, including Football and Chess etc.

Languages

- * English * Nepali

Personal Details

- Date of Birth : 10/03/1989
- Marital Status : Married
- Nationality : Nepalese
- Passport Details : 11956251



DHEERAJ RAJBANSHI



नेपाल इन्जिनियरिङ्ग परिषद्

Nepal Engineering Council

साधारण दर्तावाला इन्जिनियरको नाम दर्ताको प्रमाणपत्र



कोशी अंचल मोरङ जिल्ला ववियाविरता नगरपालिका/गाउँ पालिका, वडा नं. ५ वस्ने जन्म मिति २०४५-११-२७ को
धर्म धिरज राजवंशी लाई परिषद्को मिति २०७७-८-२८ को निर्णय अनुसार साधारण दर्तावाला इन्जिनियरको दर्ता
किताबमा नाम दर्ता गरी नेपाल इन्जिनियरिङ्ग परिषद् ऐन, २०५५ को दफा १६ तथा नेपाल इन्जिनियरिङ्ग परिषद् नियमावली, २०५७ को नियम ११ को
उपनियम (१) वा नियम १४ बमोजिम यो नाम दर्ताको प्रमाणपत्र दिइएको छ।
दर्ता नम्बर: २५५५२ सिमिल "क" वर्ग
नाम दर्ताको प्रमाणपत्र जारी भएको मिति: २०७७-८-२९



हस्ताक्षर:
नाम: इ. खेम राज जोशी
रजिष्ट्रार

CERTIFICATE FOR REGISTERED ENGINEERS

As per the resolution of the Council dated 2020-12-13 Mr./Mrs./Miss DHEERAJ RAJBANSHI date of birth 1989-03-10
of Koshi zone Morang district Babiya Birta Municipality/Village Council ward No. 5
has been Admitted as Registered Engineer and is issued this Certificate in accordance with section 16 of Nepal Engineering Council Act 1998 and
Sub-rule (1) of Rule 11 as Rule 14 of Nepal Engineering Council Rule 2000.

Regd. No.: 25552 Civil "A" category

Issued On: 2020-12-14



Signature:
Name: Er. Khem Raj Joshi

Registrar

KEY TO ACADEMIC TRANSCRIPT

CREDITS

1 credit is equivalent to a minimum of 16 contact hours in each semester.

LETTER GRADING SYSTEM

At the end of each semester, students are awarded letter grades which are based on grade scores obtained in various segments of the course evaluation. Final evaluation of the course is carried out on a four point grading system, as shown below

GRADE	GRADE VALUE	EQUIVALENT MARKS%	REMARKS
A	4	80 and above	Excellent
B	3	60 to 79.99	Very Good
C	2	50 to 59.99	Good
D	1	40 to 49.99	Fair
F	0	Less than 40	Fail

OTHER ABBREVIATIONS

- W: Withdrawn
- I: Incomplete
- NC: Non-credit Course
- Th: Theory
- Pr: Practical

GRADE POINT AVERAGE (GPA)

Each course letter grade is converted into the specific number of grade value associated with the grade. Grade Point Average (GPA) is calculated by multiplying the grade value of earned grade by the number of credits for each course and by dividing the total grade points by the total number of semester credits. The semesterwise GPA is indicated as SGPA.

CUMULATIVE GRADE POINT AVERAGE (CGPA)

CGPA is calculated at the end of the programme. The overall performance is reported by CGPA, which is a weighted average, calculated as follows:

$$CGPA = \frac{c_1 g_1 + c_2 g_2 + c_3 g_3 + \dots}{c_1 + c_2 + c_3 + \dots}$$

where c_1, c_2, c_3, \dots denote credits associated with the course and g_1, g_2, g_3, \dots denote grade values of the grades earned by the student in the respective course.

The CGPA defines the overall performance category as shown below

CGPA	EQUIVALENT DIVISION
3.50 and above	First with Distinction
3.00 to 3.49	First
2.50 to 2.99	Second
2.00 to 2.49	Pass
Less than 2.00	Fail

GRADUATION REQUIREMENTS

For Graduation, a student has to meet the following requirements:

1. Satisfactory completion of all courses prescribed for the particular area of study in which the degree is to be granted.
2. A cumulative grade point average of at least 2.00.
3. The pace of progress of a student should be such that he/she must clear all the prescribed courses within 7 years from the date of admission.

Issue No.

16401

PURBANCHAL UNIVERSITY



OFFICE OF THE EXAMINATION MANAGEMENT

BIRATNAGAR, NEPAL

ACADEMIC TRANSCRIPT

NAME OF THE STUDENT: DHEERAJ RAJBANSHI

REGISTRATION NO.: 029-3-2-04985-2008

CAMPUS: Eastern College of Engineering, Biratnagar

FACULTY: Science and Technology

YEAR OF ENROLLMENT: 2008

YEAR OF COMPLETION: 2019

DURATION OF THE PROGRAMME: Eight Semesters

EXAMINATION: Bachelor in Civil Engineering

DATE OF ISSUE: 27 July, 2020





EASTERN COLLEGE OF ENGINEERING

Affiliated to Purbanchal University & Recognized by Nepal Engineering Council

(An ISO 9001:2015 Certified Institute)

Biratnagar, Nepal



S.No. 521

CHARACTER CERTIFICATE

This is to Certify that Mr./Mrs. DHEERAJ RAJBANSHI
son/daughter of Mr. CHANDRA PRASAD RAJBANSHI was a bonafide student of this
college from 2008 and has passed the Bachelor of CIVIL Engineering
Examination held by Purbanchal University in the year 2019 and has secured CGPA
2.64 in a four point scale. According to the college records, his/her Date of Birth is
2045 - 11 - 27 B.S. (- A.D.) and the P.U. Registration No. is
029 - 3 - 2 - 04985 - 2008

He/She bears a good moral character. I wish him/her every success in future endeavour.

Date of Issue: 17 - 05 - 2077



Prepared by


Principal
Er. Amit Srana

Academic & Other Records

Master/Miss Dheeraj Rajbanshi
Tenure from 2063 to 2065 total two years

1. Date of birth as recorded in the admission register of the school

a) Vikram 2045/11/27 a) Gregorian 10/03/1989

2. Subject combination in H.S.E.B. Examinations :-

a) Core :

i) Nepali

ii) English

b) Electives :

i) Physics ii) Chemistry iii) Biology iv) Mathematics

v) Accountancy vi) Business Organization & Office Mgmt.

vii) Economics viii) Business Mathematics

ix) Marketing

c) Extra Optional (Non Credit) :

i) Mathematics

Percentage obtained :- 47.50%

3. OTHER DETAILS :

Good

[Signature]
Compiled by

[Signature]
Principal

DEOKOTA MEMORIAL SCHOOL HIGHER SECONDARY SECTION



EXCEL

This is to certify that,

Master/Miss : Dheeraj Rajbanshi
Son/Daughter of Shri : Chandra Prasad Rajbanshi
a resident of : Babiyar Panta, Morang
has duly passed the Annual Examination 2065 of
grade XII Science/Management/ Stream
conducted by Higher Secondary Education Board,
Government of Nepal held from 2065-01-19 to
2065-01-31 with Symbol No 209315 and
was placed in Second division with as
a Regular/Partial candidate of this School.

He/She bore a good moral character while at school.

2065-10-13
Dated
Biratnagar (NEPAL)

[Signature]
Principal

HIGHER SECONDARY EDUCATION BOARD NEPAL

(Estd. Under the Higher Secondary Education Act, 1989)

Academic Transcript

A 0411335

Name of the Student : DHEERAJ RAJRANSHI
Date of Birth : 2045/11/27

School : DEVKOTA MEMORIAL H S SCHOOL, BIRATNAGAR, MORANG

Subjects	Full Marks	Pass Marks	Marks Secured	Remarks
Grade XI				
English	100	35	57	
Nepali	100	35		
PHYSICS (TH)	075	27	32	*
PHYSICS (PR)	025	10	22	
CHEMISTRY (TH)	075	27	27	*
CHEMISTRY (PR)	025	10	23	
BIOLOGY (TH)	075	27	28	
BIOLOGY (PR)	025	10	23	
MATHEMATICS	100	35	35	
Total	500		247	

Grade XI	
Year	Symbol Number
2064	111129
2065	209315

Subjects	Full Marks	Pass Marks	Marks Secured	Remarks
Grade XII				
English	100	35	45	
Nepali	100	35	45	
PHYSICS (TH)	075	27	27	
PHYSICS (PR)	025	10	23	
CHEMISTRY (TH)	075	27	27	
CHEMISTRY (PR)	025	10	24	
MATHEMATICS	100	35	37	
Total	500		228	

Grade XII	
Year	Symbol Number
2065	209315

Percentage of aggregate marks secured in Grade XI and XII : 47 - 50
Division : Second

Grand Total 1000 475

Year of Completion : 20 65 (2008)
Date of Issue : 20 65/09/20

Checked by _____
Verified by _____
(Deputy Controller)

Controller of Examinations

Grading System :
75% and above - Distinction
60% and above - First division
45% and above - Second division
35% and above - Pass division

To pass the examination candidates must secure 35% marks in theory and 40% marks in practical papers, separately.
Note : * means a student has passed in the second attempt.
** means a student has passed in more than two attempts.

C.C.No.: 439

☎ : 021-435486(O)

SHREE RAM SECONDARY SCHOOL

Mills Area
Biratnagar - 19



RECOGNIZED BY GOVERNMENT

CHARACTER CERTIFICATE

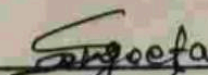
This is to certify that Master/Miss Dheeraj Rajbanshi
Mr. Chandra Prasad Rajbanshi Babrya Birta, Morang son of
resident of 2062
has passed the S.L.C examination 2062
1st division marks bearing Symbol Roll No. 0093185 A securing
and Registration No. 6209120043

His/Her date of birth as per our admission register is 2045/11/27 B.S./
1989/03/10. A.D.

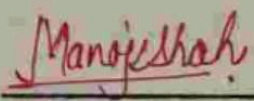
He/She bears good character. We know nothing against his/her moral character.

We wish him/her success in every walk of life.


Prepared By


Verified By




Principal
Principal



**GOVERNMENT OF NEPAL
MINISTRY OF EDUCATION & SPORTS
OFFICE OF THE CONTROLLER OF EXAMINATIONS**

St. No. 7
09127003

School Leaving Certificate Examination

MARK - SHEET

THE MARKS SECURED BY DHEERAJ RAJBANSHI
 DATE OF BIRTH 2045/11/27
 ROLL MURANG SYMBOL NO. 0093185 A
 OF SHREE RAM MEMORIAL ENGLISH SCHOOL BIRATNAGAR
 IN THE ANNUAL S.L.C. EXAMINATION OF 2062 ARE GIVEN BELOW

SERIAL NUMBER	SUBJECTS	FULL MARKS	PASS MARKS	OBTAINED MARKS		TOTAL	GRACE MARKS	REMARKS			
				TH	PR						
01	COMP. ENGLISH	100	32	47	20	67					
02	COMP. NEPALI	100	32	40		40					
03	COMP. MATHEMATICS	100	32	69		69					
04	COMP. SCIENCE	100	32	44	25	69					
05	COMP. SOCIAL STUDIES	100	32	57		57					
06	COMP. HEALTH, POP & ENV EDU	100	32	36	24	60					
07	OPT. I ADDITIONAL MATHEMATICS	100	32	53		53					
08	OPT. II OFFICE MGMT & ACCOUNT	100	32	53	25	78					
FULL MARKS						1ST DIV WITH DISTN.	1ST DIV	2ND DIV	3RD DIV	GRAND TOTAL	493
800						640	480	360	256	RESULT	FIRST
											61.63%

- # Means subject(s) appeared in the supplementary examination.
 - F and an asterisk (*) - Fail
 - A - Absent
 - W - Result withheld
 - C - Subject Cancelled
 - CP - Comp.pr.mark =
- INT. EXT. INC. TOT.

CHECKED BY: SANOTHIMI, BHAKTAPUR, NEPAL
 DATE OF ISSUE: 6 July 2062
 CONTROLLER