

## Chhaya Thapa

### Job intention

**Receptionist**

### Contact

Mobile: +9779805883066

Chhayathapa11@gmail.com

Arunodaya-6,  
Tanahun

### Skills

- ❖ Good communication and typing skills
- ❖ Active listener and empathetic
- ❖ Calm, well organized and multitasking ability
- ❖ Friendly, optimistic and energetic
- ❖ Fast learner

### My works

Have written articles for the websites ;

Petkiri

Guitarkitty

Binocularsumo

Unboxguitar

### Education

- ★ **SLC** : Pokhara Public School, Pokhara - 2013 - Passed with distinction (83.00%).
- ★ **HSEB (Science)** : Sagarmatha Higher Secondary School, Pokhara - 2015 - Passed with first division (72.20%)
- ★ **Bachelors** : Prithivi Narayan Campus - Microbiology -2020 - Passed with first division (64.65)%
- ★ **Masters** : Tri Chandra Multiple Campus- Microbiology (running)

### Work Experience

- ★ Worked as a Customer Care Consultant in Neptech Tele Solutions Pvt. Ltd. where I was responsible for translating and interpreting the conversations from astrologers to the customers, maintaining professionalism and keeping the bond formed with the customers strong.
- ★ A freelance writer or creator for different websites. Write articles on various different topics after good amount of research.

### Personal Summary

- ★ Nearly 1 year of customer care-related experience.
- ★ Creative and have good communication and typing skills, given my previous work experiences.
- ★ Familiar with Ms Office packages.
- ★ Ability to grasp things quickly, work under pressure and eager to learn. A team player with good team spirit.