



diwash budhathoki

Address: Kathmandu
Phone: 9810488449
Email: diwashbudhathoki07@gmail.com
Date of Birth: May 13, 1998

Objective

A challenging position in a progressive organization that will utilize my talents and provides me with an opportunity for personal and professional growth.

Work Experience

March, 2023 - Now

admin assistant

intel instituted
bagbazar
looking after and supervising in intel intitute bridge course student. looking after and supervising in attendance and exams

January, 2020 - April, 2022

Teacher

Nabinstar academy
patharisanischare-5

- Planning and preparing lessons. ...
- Encouraging student participation. ...
- Researching and developing new teaching materials. ...
- Research and implementing new teaching methods. ...
- Marking student work and recording performance. ...
- Setting assessments and overseeing examinations.

September, 2016 - December, 2019

Accountant

subhashree investment company
patharisanischare-1,morang

- Gather and monitor financial data
 - Prepare monthly, quarterly and annual statements (balance sheets and income statements)
 - Forecast costs and revenues
 - Manage tax payments
 - Organize internal audits
 - Prepare budgets for the company
 - Conduct detailed risk analyses to assess potential investments
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April, 2015 - July, 2016

Remittance Officer

subhashree money transfer
patharisanischare-4,morang

- Compute collects payments from customers for utility services or appliances
- Receive cash or check from customer or through mail
- Total items on bill, using adding machine
- Record transaction on cash register and issues receipt any change due customer
- Balance totals received with totals on billing stubs
- Explain charges on bill to customer initiates action to adjust complaints
- May collect customers deposit for service connection
- May specialize in handling delinquent bills or those presented for partial payment.

Education

Running **(Under Graduate (Bachelor)) - Bbs**
Pathari Multiple Campus, Tribhuvan University, Nepal
September, 2017 **(Higher Secondary (+2/A Levels/Ib)) - Management 50.60%**
Amar Singh Secondary School, Neb
June, 2015 **(School (Slc/ See)) - Optional Math 67%**
Amar Singh Secondary School, Slc

Training/Certificates

March, 2018 (4 Months) **Computer Basic,Accounting And Diploma**
British Language And It College

Job Preference

Looking for: Entry Level
Job Categories: General Mgmt. / Administration / Operations
Available for: Full Time
Expected Salary: (Above) NRs 20,000.00 (Monthly)
Current Salary: (Above) NRs 20,000.00 (Monthly)

Language

English (Avg: 3.75)

Reading - 4, Speaking - 3, Writing - 4, Listening - 4

Nepali (Avg: 4.5)

Reading - 4, Speaking - 5, Writing - 4, Listening - 5

Hindi (Avg: 3.0)

Reading - 3, Speaking - 3, Writing - 2, Listening - 4

References

susila chaudary

Teacher
Nabinstar academy
9804308404

Nilam basnet

Marketing Manager
subhashree investment company
9808163320

muna budhathoki

Cashier
subhashree money transfer
9869576389

Dipesh jha

Senior Administration Officer
intel institute
9860070481

Specializations and Skills

Specializations

Account, Administration, Computing, Writing

Skills

Management, Writing, Administration

Personal Information

Gender: Male

Current Address: Kathmandu

Permanent Address: Pathari shanishchare-6, Morang

Marital Status: Unmarried

Religion: Hinduism

Nationality: Nepali

Social Accounts

Diwash Budhathoki: <https://www.facebook.com/diwash.budhathoki.505>

Other Information

Willing to travel outside of residing location during the job: Yes

Two Wheeler License: Yes

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