



## Roshan Ti khatri

**Nationality:** Nepalese 📞 (+977) 9803839634 **Date of birth:** 28 Jul 1996

✉ **Email address:** [rkhatr13839@gmail.com](mailto:rkhatr13839@gmail.com)

📞 **Whatsapp Messenger :** +9779803839634 📠 **Viber :** +9779803839634

📘 **Facebook :** <https://www.facebook.com/roshan12khatri/>

📍 **Address:** Saujanya chowk-15, Swoyambhu Bagmati Province, 44620 Kathmandu (Nepal)

### ABOUT ME

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I am a 26 years old guy from Nepal with the capability to work in any situation, with accurate decision making and am willing to work hard and appreciate the specific challenges of working in agriculture. Having a proven ability to work under a pressure, I have a positive attitude & a will to succeed, which is a key to making my experience of working in the UK both fruitful & prosperous. As my country is one of the agricultural countries, I love to work as a farmer and have been doing some of the farming work in a small space of my own farming field. So, I am looking for an opportunity to upgrade myself with more agricultural skills.

### WORK EXPERIENCE

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#### Front Desk

**Hotel Florid Nepal** [ 1 Feb 2014 – 1 Sep 2016 ]

City: Kathmandu

Country: Nepal

- Deal & interact with the customers
- Handle calls & guide customers with correct information
- Efficiently dealing with check-in and check-out of guests at the hotel
- Ensuring all relevant paperwork has been completed

#### Marketing executive

**New Business Age Pvt.Ltd.** [ 23 Oct 2016 – 21 Dec 2018 ]

City: Kathmandu

Country: Nepal

- **Business or sector:** Information and communication

- Deal with the customers & regular call follow-ups
- Help them promote their company in the best way
- Provide the best rate and space at magazine & newspaper
- Daily reporting to the head of the department

#### Multimedia / Marketing Manager

**Capital News Network Pvt. Ltd.** [ 17 Jul 2019 – 14 May 2021 ]

City: Kathmandu

Country: Nepal

- Manage meetings & deal with the customers
- Call follow-ups & support to the customers
- Respond positively to the customers
- Reporting to the head of department

## **Executive Officer**

***Rheinische Media & Research Center Pvt.Ltd.*** [ 2021 – 2022 ]

City: Kathmandu

Country: Nepal

- Principally responsible for leading all or part of an organization
- Reporting to the commanding officer
- Preparing proposals & client visits
- Providing customer satisfaction & regular call follow up

## **EDUCATION AND TRAINING**

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### **Schooling**

***Bijeswori H S School*** [ 2011 ]

Address: Bijeswori Kathmandu, Nepal, 44620 Kathmandu (Nepal)

<https://bbschool.edu.np/>

Field(s) of study: School

Final grade : 74.38%

Thesis: No

- Society and their needs
- History and agriculture
- Science and politics
- Mathematics & accounts

### **High school**

***Bijeswori H S School*** [ 2011 – 2013 ]

Address: Bijeswori Kathmandu, Nepal, 44620 Kathmandu (Nepal)

<https://bbschool.edu.np/>

Field(s) of study: Management

Final grade : 58.20%

Thesis: No

- Accountancy & management
- Marketing ideas
- Mathematics & calculations
- Economy & finance

### **Letter Of Recommendation**

***Rockford International Education Pvt. Ltd.*** [ 19 Jul 2011 ]

Address: Chabahil-07, G.P.O Box 20376 Ac Complex, 44602 Kathmandu (Nepal)

<http://rockfordnepal.blogspot.com/2014/?m=0>

Field(s) of study: Generic programmes and qualifications : *Personal skills and development Basic programmes and qualifications*

Final grade : Basic communication & personality development skills – Level in EQF: EQF level 1

National classification: Basic communication skills

Thesis: No

Participation on the job oriented training programme for business process outsourcing (BPO) / Call Center for the period of two weeks which includes :

- Voice and accent
- Personality Development
- Product Knowledge (Website)

- Stress Management
- Soft Skills

## Graduation

**Prime College** [ 2013 – 2015 ]

Address: Nayabazar Khusibun, Nepal, 44620 Kathmandu (Nepal)

<https://www.prime.edu.np/>

Field(s) of study: Business, administration and law : *Management and administration*

Final grade : not completed (Only 2 years)

National classification: Bachelors 2 years

Thesis: No

- Management & accountancy
- Business strategy & planning
- Company formation
- Marketing ideas

## Videography Training Certificate

**Moravian Media Enterprise (C/O Moravian F.M. Pvt. Ltd.** [ 18 Mar 2013 – 18 Jun 2018 ]

Address: GPO 8975, EPC 558 Kumaripati, 44700 Lalitpur (Nepal)

Field(s) of study: Information and Communication Technologies : *Information and Communication Technologies (ICTs) not further defined Software and applications development and analysis Computer use*

- Theoretical & practice training of videography for ten months

## Kukkiwon 1st Dan Taekwondo

**World Taekwondo Headquarters** [ 5 Dec 2011 ]

Address: Kukkiwon Korea, (China)

## LANGUAGE SKILLS

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Mother tongue(s): **Nepali**

Other language(s):

### English

**LISTENING C1 READING C1 WRITING C1**

**SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1**

### Hindi

**LISTENING B1 READING A1 WRITING A1**

**SPOKEN PRODUCTION A2 SPOKEN INTERACTION B1**

## DIGITAL SKILLS

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### My Digital Skills

Microsoft Office / Microsoft Word / Microsoft Powerpoint / Google Drive / Zoom / Google Docs / Outlook / Twitter / LinkedIn / Power Point / Internet user / Written and Verbal skills / Good listener and communicator / Analytical skills / Organizational and planning skills / Motivated / Team-work oriented / Microsoft Excel / Skype

## **DRIVING LICENCE**

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**Driving Licence:** AM

**Driving Licence:** A1

**Driving Licence:** A2

**Driving Licence:** A

## **COMMUNICATION AND INTERPERSONAL SKILLS**

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### **Strengths of communication**

- Ability to work with a team.
- Can present / explain in a clear & understandable manner
- Flexible with speaking with clients, family & friends
- Always speak with a positive and good attitude

## **HOBBIES AND INTERESTS**

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### **Musical Instruments**

- Playing drums, guitar & keyboard
- Sing songs
- Dance
- Drama

## **HONOURS AND AWARDS**

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### **Letter Of Appreciation**

Nepal Communist Party (UML) [ 2011 ]

Awarded with a letter of appreciation by Nepal Communist Party (UML), Ward No.15 Committee, Kathmandu, Nepal

### **Certificate Of Appreciation**

Prime College (Entrepreneurial Management Club-EMC) [ 15 Dec 2013 ]

Awarded with appreciation certificate by prime college's entrepreneurial management club on 12-15th Dec 2013, for achieving 3rd position on 2nd EMC Quiz

### **Certificate Of Participation**

Licensed Architect (State Of California) [ 4 Oct 2014 ]

Participation in one-day presentation techniques and skill development training