

SUDARSHAN GIRI

DOB:14th March 1986

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Objective

I am enthusiastic, highly motivated and a hardworking person who rises to new challenges and deals with. I have a good written and verbal communication skills and ability to relate to a wide range of people. I can work under pressure and very good with punctuality.

Education

Institution: Kathmandu Siksha Campus

Level: Master's degree

Passed Year: 2013

Trainings/Skilled courses

Basic Computer

Certificate of Achievement- STUDY UK: A GUIDE FOR EDUCATION AGENTS-BRITISH COUNCIL, THE GREAT CAMPAIGN AND STUDY UK

Basic First Aid -by Nepal Red Cross Society

Basic Methods & Techniques of Karate-by Nepal Academy of Kyokushin Karate

Refresher Training on Community Search & Rescue- by OXFAM funded by UKaid

Basic English Language Course, Basic German Language Course, Basic Chinese Language Course

Recent Work Experience

2014- 2016 Aug Worked as a Educational Consultant at Subedi Consultancy, conducted customer care, counselling, documentation officer etc

Sep 2016- 2020 Worked as an office Secretary at the Embassy of Nepal, London, delivered customer service including visas, Passport services.

Current work: Self-Employed, Managing Director at RS Consultancy and Company Director at Saira Intl. Ltd.

References:

FIRST REFEREE: Mr. Sharad Raj Aran **SECOND REFEREE:**

Designation: Minister-Counsellor

Mr. Chandradip Subedi

Relationship: Employer

Occupation: Managing Director

Address: Embassy of Nepal

Relationship: Employer

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