



# Sumitra Kumari Chaudhary

Date of birth: 16/06/1996 | Nationality: Nepalese | Gender: Female |

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Address: Manpur, Ramdhuni-04, 56700, Sunsari, Nepal (Home)

## ABOUT ME

I am a hard-working professional who has been consistently praised as hard-working by my co-workers and management. I am a very fast learner and excellent in working with others to achieve a certain objective on time with excellence. I am always faithful and have a genuine interest on the responsibilities given to me.

## EDUCATION AND TRAINING

2014 Morang, Nepal

**INTERMEDIATE(+2) COMPLETED. SHREE JANATA HIGHER SECONDARY SCHOOL**

## WORK EXPERIENCE

16/12/2017 - CURRENT Sunsari, Nepal

**RECEPTIONIST RAMDHUNI MUNICIPALITY-04, SUNSARI**

- Maintain, file, and update documents.
- Answers the telephone, providing information and assistance to callers. Forwards calls and takes messages as appropriate.
- Perform general office duties, such as taking or transcribing dictation, typing or proofreading correspondence, distributing, or scheduling appointments.
- Prepare meeting agendas, schedule meetings and distribute packets of related information for all meetings.
- Plan and direct the maintenance, filing, safekeeping, and computerization of all municipal documents.
- As may be directed by the Mayor or Town Administrator, responds to requests for information from the public, other municipalities, state officials, or state and federal legislative offices etc.

## LANGUAGE SKILLS

Mother tongue(s): **NEPALI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	B1	B2	A2	B1	B1
<b>HINDI</b>	C1	B1	B2	C1	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## DIGITAL SKILLS

Social Media | Basic Knowledge of computer. | Microsoft Word

● **ADDITIONAL INFORMATION**

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**PERSONAL SKILLS**

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- Energetic, Confident.
- Accepting Challenges.
- Ability to work in team.
- Good Communicator.
- Positive attitude

**MARITAL STATUS**

Married

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**PASSPORT DETAILS**

Passport No. : PA1926836

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Date of Issue : 27 Sep 2023

Date of Expiry : 26 Sep 2033

Issuing Authority: MOFA, Department of passports

**DECLARATION**

I hereby assure you that all the above information is correct to the best of my knowledge and belief.

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