

APPLICATION FORM

FOR RECEPTIONIST WORK

(Please fill-in this form in BLOCK-LETTERS format)



DATE APPLIED	30 NOV 2023		APPLICATION NO.				
SURNAME : BISHUNKHE		GIVEN NAME : SUMITA		MIDDLE NAME :			
DATE OF BIRTH	21 FEB 1986		PLACE OF BIRTH	KATHMANDU			
NATIONALITY	NEPALI	SEX	FEMALE	RELIGION	HINDU	AGE	37
HEIGHT	5.1	WEIGHT	61	NO. OF CHILDREN	THEIR AGES		
FAMILY STATUS							
SINGLE	YES	SINGLE PARENT		MARRIED		SEPARATED	WIDOW
NO. OF BROTHERS		THEIR AGES		NO. OF SISTERS	THEIR AGES		
ACADEMIC QUALIFICATIONS							
COURSE(s) COMPLETED	NAME OF SCHOOL			YEAR			
				FROM	TO		
ELEMENTARY	KANTI BHAIRAV MAVI SCHOOL , DANCHHI (SLC), NEPAL BOARD				2057		
HIGH SCHOOL	KANTIPUR CAMPUS , THALI , KATHMANDU (HSEB)				2062		
COLLEGE/COURSE UNIVERCITY/COURSE	KANTIPUR CAMPUS DANCHHI, KATHMANDU , TRIBHUWAN UNIVERSITY				2010		
VOCATIONAL							
OTHERS							
WORK EXPERIENCE							
(List of all working experience starting from the most recent)							
FROM	TO	(1) NAME OF COMPANY/EMPLOYER/ COUNTRY	POSITION	DUTIES&RESPONSIBILITIES			
2012	2013	TELEPHONE OPERATOR IN GOKARNA FOREST RESORT	RECEPTIONIST	Provides information about hotel services to guests, Answers incoming calls.			
2013	2015	FRONT OFFICE ASSISTANT IN GOKARNA FOREST RESORT	RECEPTIONIST	Responsible for proper key control and other security measures. Make and conf			
		SPA RECEPTIONIST/SPA THERAPIST IN LE MERIDIAN KATHMANDU	SPA THERAPIST	Deliver a variety of spa services (like body treatment , massage, facials, waxing and manicure/pedicure in a safe and comfortable manner.			
HOBBIES							
DANCING, SINGING, COOKING, TRAVELING ETC.							