

# ***PRIYAPHUYAL***

Phone no. - +977-9848866703  
[Email-priyaphuya111@gmail.com](mailto:priyaphuya111@gmail.com)  
Kathmandu, Nepal

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## **Profile**

Highly motivated, ambitious, enthusiastic and dedicated to work. I have worked as a receptionist, Documentation officer, admission officer and also promoted as a gte officer as well.

## **Personal Description**

Name : Priya Phuyal  
Nationality : Nepali  
Place of Birth : Nijgadh Bara, Nepal  
Date of Birth : July 22, 1999  
Marital Status : Married

## **Address and Telephone**

Permanent : Nijgadh Bara, Nepal  
Contact Phone : +977-9848866703  
Email : [priyaphuya111@gmail.com](mailto:priyaphuya111@gmail.com)

## **Academic Qualification**

### **Bachelors in Business Studies.**

#### **Major: Accounting & Finance**

Standard: Fourth year running at Kanya Multiple Campus (Dillibazar)

### **Higher Secondary Level (10+2) Major: Computer Science**

Standard: Completed Intermediate from "Greenland College", Samakhushi in 2017 securing 53.60%

### **School Leaving Certificate (S.L.C.)**

Standard: Completed School Leaving Certificate from "Tyouda Madyamic Vidyalaya", Tyouda in 2015 securing 59.63%

## **Work Experience**

### **VENUS INTERNATIONAL CONSULTANCY PVT. LTD.**

Worked as "GTE Officer" from 7th april 2019 to 23 december 2022.

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## **Roles and Responsibilities:**

- Guiding Agents for the Financial documents
- Communicating with University and Colleges if any delay in process
- Chasing Agents for the conversion
- Handling phone calls
- Ensuring if the documents are ready as per the requirement
- Giving proper guidance regarding documents to the applicant

## **Skills**

Good Knowledge of Office Package which includes Ms-Word, Ms-Excel, E-mail, Internet and basic computing

## **Language Proficiency**

<u>Language</u>	<u>Written</u>	<u>Spoken</u>	<u>Listening</u>
Nepali	Excellent	Excellent	Excellent
Hindi	Fair	Fair	Good
English	Excellent	Excellent	Excellent

## **Strengths**

- Honest
- Committed to work
- Sincere at work
- Disciplined
- Friendly behavior
- Good communication skill
- Ability to command/lead and to coordinate a group of people
- Ability to learn newer system, self-learning capability • Research driven personality

## **Extra Activities**

Worked as Volunteer for 3 months at Pashupati Briddhashram.

## **References**

References are available on request.