

# Mr. Sandip p.d Chaulagain

Phone no. - +977-9851082331

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Kathmandu, Nepal

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## Profile

Highly motivated, ambitious, enthusiastic and dedicated to work. I have worked as a Marketing Manager and Documentation officer as well.

## Personal Description

Name : Sandip p.d Chaulagain  
Nationality : Nepali  
Place of Birth : Harion Sarlahi, Nepal  
Date of Birth : Feb 13, 1997  
Marital Status : Single

## Address and Telephone

Permanent : Harion Sarlahi, Nepal  
Temporary : Buddhanagar-10, Kathmandu  
Contact Phone. : +977-9851082331  
Email : [sandipchaulagain0@gmail.com](mailto:sandipchaulagain0@gmail.com)

## Academic Qualification

### Bachelors in Arts. (BA)

#### Major: Social work & Journalism

College\University: Goldengate International College Battisputali in 2021. (T.U)

### Higher Secondary Level (10+2)

#### Major: Computer Science

Harion Manakamana College Harion, in 2016

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

Standard: Completed School Leaving Certificate from “ Sishu Pragya Sadhan English Boarding School, in 2014

## Work Experience

- **Vianet Communication Pvt Ltd**  
Worked as Asset Recovery Executive from Aug 05 to Sep 10 2024.
- **Befenitive Educare Consultancy Pvt. Ltd**  
Worked as “**Documentation Officer** from Dec, 2022 to Dec 2023.
- **Super Shine Trading pvt. Ltd**  
Worked as Marketing Officer from Oct, 2018 to Feb 2019.

## **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

## **Extra Activities**

Worked as Volunteer for 5 days in at Nepal Traffic Police

## **References**

References are available on request.