

# BIO-DATA



## RAJ SITAULA

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### OBJECTIVE

Looking for rewarding, growth oriented working in a challenging and dynamic environment to pursue and utilize my knowledge and experience. Whereas I can contribute to the institution to handle multiple task and entire operation.

### SUMMARY

- Enthusiastic and highly proactive.
- Highly effective in establishing and maintaining relationship with potential and existing visitors/customers.
- Builds loyalty and long-term relationships with consistently reaching visitors.
- High Level of integrity.
- Extremely motivated and ambitious.
- Shift work experience.
- Graphics Design Experience
- Programming Language Python, Java
- WordPress Expertise

### SKILLS

- Dedicated.
- Highly effective in establishing and maintaining relationship with potential and existing visitors/customers.
- Builds loyalty and long-term relationships with consistently reaching visitors.
- High Level of integrity.
- Extremely motivated and ambitious.
- Shift work experience.
- Customer Oriented
- Dedicated Team Player
- Dynamic, friendly host.
- Strong work ethic
- Passion for visitors/customers.
- Results Oriented
- Fast Learner
- Superior Verbal and written communication skills in English, Nepali and Hindi. Along with Basic Japanese.
- Excellent media contacts.
- Excellent computer skills.
- Flexible and good traveler.

### WORK EXPERIENCE

**Company:** - Prakash Arts and Flex Prints

**Address:** - Tinkune, Kathmandu, NEPAL

**Position:** - Graphics Designer and Printing Department Head

**Duration:** - 14<sup>th</sup> March 2011 – 18<sup>th</sup> June 2015

**Company:** - BM Arts And Stickers  
**Address:** - Jadibuti, Kathmandu, NEPAL  
**Position:** - Senior Graphics Designer and Manager  
**Duration:** - 24<sup>th</sup> July 2015 – 30<sup>th</sup> August 2019

**Company:** - Sahityapost.com  
**Address:** - Kathmandu, NEPAL  
**Position:** - Graphics Designer  
**Duration:** - 15<sup>th</sup> May 2020 – Ongoing

## ACADEMIC QIALIFICATION

### - **Secondary Level (SLC)**

Passed in 2012 from Saint Devi Academy English School under SLC Board of Nepal

### - **Higher Secondary Level (+2)**

Passed in 2017 from Himalaya English Boarding Secondary School under HSEB Board of Nepal

### - **Bachelor's degree**

From University of People in Computer Science

## VOCATIONAL COURSE & TRAINING

- Excellent Computer Course.
- Experience in working with Roland, Canon, Creation Heavy Printers and Cutters.
- Thermal Printing experience.
- Basic Security Training

## PERSONAL DETAILS

Nationality : Nepali  
Marital Status : Single  
Date of Birth : 8 July 1995  
Permanent Address : Birtamode-10, Jhapa, Nepal  
Father's Name : Devi Prasad Sitaula  
Mother's Name : Bishnu Kumari Sitaula  
Languages Known : English, Hindi, Nepali and Basic Japanese.

So, I hereby to certify that the above information is true and correct to the best of my knowledge and experiences.

**With Best Regards**  
**Raj Sitaula**