



RAVI SHARMA

Nationality: Nepalese **Date of birth:** 24 Aug 1995 **Gender:** Male

Phone number: (+971) 581880677 **Email address:** ravi41615@gmail.com

WhatsApp Messenger: +977 9806533009 / +971 525981077

Website: www.studymate.edu.np

Home: Pokhara Metropolitan City-12, Kaski, Gandaki Province, 33700 (Nepal)

Work: Rolla, 00000 Sharjah (United Arab Emirates)

ABOUT ME

I am a motivated and ambitious person seeking opportunities to excel in my academic pursuits and personal growth. With a strong passion for learning and a desire to make a positive impact, I am dedicated to expanding my knowledge and skills in various areas. As a dedicated man, I have consistently demonstrated a strong work ethic, discipline, and a thirst for knowledge. I am eager to take on new challenges and engage in intellectual pursuits that push the boundaries of my understanding. My academic achievements reflect my commitment to excellence and my ability to adapt to new subjects and concepts.

WORK EXPERIENCE

Academic Counsellor and Documentation Officer

StudyMate International Educational Consultancy Pvt. Ltd. [13 Dec 2022 – Current]

City: Kaski | Country: Nepal

1. Guide on courses and university selection.
2. Help with application forms, personal statements, and essays.
3. Update on educational programs, scholarships, and deadlines.
4. Advise on career paths and job market trends.
5. Assist with standardized test requirements and resources.
6. Conduct mock interviews and provide feedback.
7. Guide through visa application processes and interview preparation.
8. Advise on budgeting, financial aid, and scholarships.
9. Help with travel, accommodation, and ongoing support.
10. Ensure documents are accurate and complete.
11. Verify document authenticity and manage notarization.
12. Maintain accurate records and an efficient filing system.
13. Ensure documentation meets legal and institutional standards.
14. Train students on documentation processes and provide checklists.

Census Supervisor

Central Bureau of Statistics, Nepal [Sep 2021 – Dec 2021]

City: Kaski | Country: Nepal

1. Field Visit.
2. Filling of House and Household Listing Books.
3. Data Collection for the Organizational houses.
4. Distribution of Request Letter.
5. Supervision of Enumerators.
6. Forward the daily work update to the census office.

Digital Service Intern

Nic Asia Bank Limited [Feb 2021 – Apr 2021]

City: Kaski | Country: Nepal

1. Market Visit.
2. Filling out QR (QuickReader) Forms.
3. Data Entry and Record Daily Reports.
4. Follow Up with Customers.
5. Deployment of QR stand.

EDUCATION AND TRAINING

Bachelor of Business Administration

Pokhara University [2015 – 2019]

Address: Dhungepatan, Leknath, 33700 Pokhara (Nepal) | Website: www.pu.edu.np | Field(s) of study: Business, administration and law | Final grade: 2.90 out of 4.0

Higher Secondary Education Board in Management

Mount Annapurna Campus [2013 – 2015]

Address: Phoolbari, 33700 Pokhara (Nepal) | Website: www.macpokhara.edu.np | Field(s) of study: Management | Final grade: 64.90%

School Leaving Certificate

Amarsingh Higher Secondary School [2012 – 2013]

Address: Amarsingh, 33700 Pokhara (Nepal) | Website: amv.edu.np | Field(s) of study: SLC | Final grade: 75.88%

LANGUAGE SKILLS

Mother tongue(s): Nepali

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

Hindi

LISTENING C1 READING C1 WRITING B1

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

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

DIGITAL SKILLS

Computer fundamentals / Email and internet / Microsoft Package (Microsoft Excel, Word, PowerPoint, Microsoft Project) / Information Technology / Digital marketing / Sales promotion / Adobe Photoshop / Filing and Documentation / Currency Exchange

MANAGEMENT AND LEADERSHIP SKILLS

Management and Leadership Skills

- Communication | Leadership | Problem-solving | Time Management | Teamwork | Decision-making
- Active listening | Collaboration | Marketing | Conflict Resolution | Customer Service

HOBBIES AND INTERESTS

Hobbies and Interests

- Travelling I Reading books I Writing I Gardening I Cooking I Fishing I Singing

PERSONAL DETAILS

Personal Details

- Passport No.: 11245569
- Citizenship No.: 46-01-72-06558
- Marital Status: Single
- Religion: Hindu
- Height: 5.2 Feet
- Weight: 55 KG

DECLARATION

Declaration

I hereby declare that all the information contained in this resume is in accordance with facts or truths to my knowledge. I take full responsibility for the correctness of the said information.