

CV(Curriculum Vitae)

PERSONAL INFORMATION

Name: Arpana Koju

Date of Birth: 28 Feb, 2001

Languages: English, Nepali, Hindi and Basic French

Contact No.: 9840252422

Email id: arpanakoju54321@gmail.com

Academic/Education:

Degree/ Qualifications	School/ College	Year
Bachelors in Travel and Tourism Management (TU)	Nepal Academy of Tourism and Hotel Management (NATHM), Kathmandu	2019-ongoing
10+2 in Travel and Tourism Studies (NEB)	Khwopa Secondary School, Bhaktapur	2017-2019
SEE (NEB)	Gyan Tara English School, Bhaktapur	2017

Skills:

- Languages: English, Hindi, Nepali and Basic French
- Computer Skills (Office Package)
- Leadership Skills
- Teamwork
- Communication Skills

Working Experiences/Trainings:

Name of Company	Position	Year	
		From	To
Indomed Travels Pvt. Ltd	Sales Consultant	1 st Sep 2023	3 rd Mar 2024
First National Tourism Conclave	Volunteer	6 th Sep 2022	8 th Sep 2022
Nepal Academy of Tourism and Hotel Management (NATHM)	Trekking Guide Training	13 th Dec 2021	25 th Feb 2022
Jaycees Secondary School	Assistant Teacher (Pre-Primary Level)	Apr 2019	Oct 2019
Animax Animation Academy	Telemarketing	Mar 2018	May 2018
Neo Fusion School of Computer	Office Package Training	27 th Mar 2017	27 th Sep 2017

Key Attributes:

- Quick learner
- Willing to learn
- Hardworking
- Self-motivated
- Sincere
- Trustworthy
- Straight-forward
- Punctual
- Good at building healthy relationship