

## **CURRICULUM VITAE**

**Name:** Suman Thapa

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**Phone No:** +977 9801234567

### **PERSONAL DETAILS:**

- Date of Birth: 12 March 2003
- Place of Birth: Pokhara, Nepal
- Nationality: Nepali
- Address: Lakeside, Pokhara, Kaski

### **PASSPORT DETAILS:**

- Passport No: PA0000000
- Date of Issue: 10 January 2023
- Date of Expiry: 9 January 2033
- Issuing Authority: MOFA, Department of Passports

### **EDUCATION BACKGROUND:**

| S. N | Passed Level                               | Institution / School Name         | Passed Year | Results  |
|------|--------------------------------------------|-----------------------------------|-------------|----------|
| 1.   | National Examination Board (Grade XII)     | Sunrise Secondary School, Pokhara | 2023 AD     | 3.25 GPA |
| 2.   | Secondary Education Examination (Grade 10) | Sunrise Secondary School, Pokhara | 2021 AD     | 3.40 GPA |

**HOBBIES:**

- Cooking different cuisine
- Exploring new places
- Watching movies
- Learning new computer skills

**WORK EXPERIENCE:**

I worked as a **Computer Operator and Data Entry Assistant** at **Green Valley Agriculture Company** from **1 September 2023 to 31 December 2025**.

My major responsibilities included:

- Recording and uploading information into digital systems
- Organizing and maintaining electronic files and documents
- Checking entered data for errors and making necessary corrections
- Preparing reports, tables, and data summaries for management
- Scanning, photocopying, and managing general office documents
- Collecting and updating information in coordination with different departments
- Maintaining the accuracy and confidentiality of organizational data

**DECLARATION:**

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief. I understand that I will be responsible for any consequences resulting from incorrect or misleading information.

**Suman Thapa**