



# Enku Limbu

CURRICULUM VITAE

- +977-9824296866
- limbuenks@gmail.com
- Kuleshwore, Kathmandu
- Nov 18th, 1996
- Single
- indulimbu.com.np

## PERSONAL SKILLS

- Physical Organization**  
Creativity, Motivated, Productivity, Resourcefulness
- Planning**  
Analyzing Issues, Decision Making, Iterative Improvement
- Team Work**  
Collaboration, Delegation, Goal Setting, Communication, Leadership
- Resilience**  
Constructive Reflection, Stress Management, Positive Mindset

## CERTIFICATIONS

- Winning With Communication - Udemy
- Stress Management - Udemy
- Ultimate Time Management - Udemy

## LANGUAGES

- Nepali
- Japanese
- English
- Hindi

## SUMMARY

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving opportunity.

## WORK EXPERIENCE

- Suva Consultancy** - Front-desk receptionist  
Nov 2023 - Dec 2023 / Kalimati, Kathmandu
  - Respond to calls and emails, provide information or redirect inquiries.
  - Manage client-executive appointments for an efficient schedule.
- Central Cafe** - Cashier  
Jan 2022 - Feb 2023 / Newroad, Kathmandu
  - Process customer purchases, handle transactions, and provide receipts.
  - Maintain accurate transaction records for financial transparency.
- King Faisal University** - Supervisor  
Feb 2021 - June 2017 / Al Hofuf, Saudi Arabia
  - Act as a mediator and problem solver in colleague-related disputes.
  - Maintain work balance through event scheduling and staff coordination.

## ACADEMIC QUALIFICATION

- Gyanodaya Secondary School** - +2 Hotel Management  
2071 - 2073 / Bafal, Kathmandu
- Gyanodaya Secondary School** - School Leaving Certificate  
2071 / Bafal, Kathmandu

## TECHINICAL SKILLS

Email and Calender Management	75%
Microsoft Windows OS 10/11	65%
Document Handling	80%
Microsoft Office Suite	60%

## MY HOBBIES

