



# Anil Kumar Thapa

Computer Person

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## Languages

- Nepali (Native)
- Hindi (Native)
- English (Work Proficiency)

## About

I bring extensive customer service expertise, excelling in creating friendly environments. Fluent in Nepali, Hindi, and English, I'm adaptable and ready to apply my skills in dynamic retail roles, handling tasks from client help to stockroom management efficiently.

### BRANDS WORKED WITH

- Buddhist Care Home Nepal
- We Scope Event Management Dubai
- World Nepal Overseas Pvt Ltd
- Jobandtalent

## Experience



- Food Production Operative**  
 Jobandtalent | Feb 2024 - Now
- Old age Home Take care person**  
 Buddhist Care Home Nepal | Jan 2022 - May 2023  
 . Take care of old people, Serving elderly parents Able to do everything including cleaning them . Educated patients regarding procedures, healthcare provider instructions and referrals. . Collaborated with families, friends and social support groups of patients to develop treatment plans.  
 • Implemented strategic decisions for future and growth of care services.
- Office Boy**  
 We Scope Event Management Dubai | Jun 2020 - Jan 2021  
 • Greeted customers promptly and professionally, providing friendly, knowledgeable assistance.  
 • Exceeded assigned goals by partnering with staff to implement best practices. . Registered visitors, guests and contractors upon arrival, providing access passes.
- Computer Data Entry Operator**  
 World Nepal Overseas Pvt Ltd | Nov 2018 - Aug 2021  
 . MS Photoshop . Email e Internet  
 • MS Words . Ran and maintained various machines such as desktops, printers and sorters. . Installed new hardware, software updates and security patches. . Operated computers and data processing equipment in line with established procedures.

## Education & Training

- 2022 ● **Patan Pultiple Campus, Tribhuwan University**  
 Bachelor of Arts,
- 2009 ● **Shree Madhyamik School Bardibas**  
 Certificate of Education,
- 2007 ● **Nava Kshitiz Higher Secondary School**  
 A-Levels: Management,