



DIPENDRA KUNWAR

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Nationality: Nepali | Date of Birth: 13 Sept 1996
Passport No: PA2828591
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Professional Summary

Motivated and detail oriented professional with over 6 years of experience in administrative support, customer service and technical supervision. Demonstrated success in managing documentation, resolving customer issues, maintaining inventory and coordinating team operations in dynamic work environments. Skilled in communication, multitasking and problem solving with a strong work ethic and ability to adapt quickly to new challenges. Proficient in Microsoft Office, email handling and digital tools, with a proven ability to support organizational goals efficiently and professionally.

EDUCATION

Qualification	Institution	Location	Year
Bachelor's Degree in Management	Siddhartha Gautam Buddha Campus	Butwal, Nepal	2016
+2 in Management (HSEB)	Oxford Higher Secondary School	Butwal, Nepal	2012
School Leaving Certificate (SLC)	Ebenezer English Boarding School	Butwal, Nepal	2010

WORK EXPERIENCE

Documentation Officer - Rhythm Overseas Pvt. Ltd., Kathmandu

- Maintained and updated transaction records.
- Oversaw documentation for foreign employment.
- Organized systematic filing and document retrieval.
- Handled internal communication and employee relations.
- Assisted in reporting and departmental coordination.

Supervisor

Megabytes Fibernet Pvt. Ltd., Butwal | 10/08/2019 – 11/04/2024

- Supervised daily fiber network operations and team performance.
- Coordinated issue resolution and ensured compliance.
- Managed inventory and supported network projects.
- Handled customer service and prepared reports.
- Trained and mentored staff.

COMMUNICATION AND INTERPERSONAL SKILLS

- Effective communication and active listening.
- Team collaboration and conflict resolution.
- Customer interaction, persuasion, and negotiation.

CERTIFICATIONS AND TRAINING

Certified Trekking Guide Training

National Academy of Tourism and Hotel Management (NATHM), Kathmandu | 18/08/2014 – 28/09/2014

- Gained expertise in navigation, route planning, and safety protocols.
- Trained in first aid, risk assessment, and emergency response techniques.
- Developed skills in group management, communication, and leadership.

INTERNSHIP

Trekking Guide Intern

NATHM, Kathmandu | 10/10/2014 – 28/04/2015

- Assisted lead guides in planning and executing trekking routes.
- Applied safety protocols and first aid during treks.
- Supported group management and client communication.
- Gained experience in outdoor survival techniques.

LANGUAGE SKILLS

- Nepali: Fluent (spoken & written)
- Hindi: Proficient (spoken & written)
- English: Skilled in professional communication

DIGITAL SKILLS

- Microsoft Word, PowerPoint, Excel
- Email communication and internet research
- Cloud services (Google Drive, Dropbox)
- Social media and basic troubleshooting

Availability

Immediately available for employment

REFERENCES

Ashok J Chettri - Director, Megabytes Fibernet Pvt. Ltd.
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