

## BIO DATA

### Personal Details:

Name: Robin Shakya

DOB: July 4, 1982

Address: Natole, Ward no. 20, Lalitpur

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email: robin.sakhe@gmail.com

### Educational Background:

Level	Board	Institute	Completion year	% obtained
BBS	T.U	Namuna Machhindra Campus	2005	57.00
10+2	HSEB	NIST	2002	49.30
SLC	HMG	Purnachandi Boarding H. School	2000	60.71

### Professional Training:

- Basic Computer Package (MS Word, EXCEL, Powerpoint, Internet, email.)
- KFA General Banking Course
- Tally
- Contentder for Non- Tech. (Braindigit)

### Experience:

- Worked as an Intern at Nepal Investment Bank Ltd. for three months at various departments like (CSD, Credit, Remittance) from November 2010 to March 2011
- Worked as an Assistant Loan Officer/ Recovery at Hamro Co- Operative Ltd. for three years from July 2009 to January 2012

### Major Responsibilities:

- Evaluating credit worthiness by processing loan applications and documentation within specified limits.
- Determining all applicable ratios and metrics and set up debt payment plans
- Interviewing applicants to determine financial eligibility and feasibility of granting loans
- Assisting the credit manager to do the government related tasks by visiting the Land Revenue Office to tally the provided information of the applicants and assisting him to do all the paper work required for the process.
- Ensure the set targets on bad debt recoveries are met.
- Ensure day to day monitoring of all accounts in arrears in coordination with senior manager
- Undertake regular and frequent calls, site visits, follow-ups to implement remedial strategies and action plans agreed with the manager.
- Follow up on major debtors' accounts assigned to ensure recoveries through calls, demand notices, or any other appropriate means, etc.

- Worked as a Jr. Marketing Officer at Norvic International Hospital for three years from March 2016 till August 2019

**Major Responsibilities:**

- Managing social media campaigns
- Contributing ideas to marketing campaigns
- Coordinating promotional activities and events within a specified budget
- Updating databases and using a customer relationship management (CRM) system
- Conducting free health camps at different locations in coordination with the health care service providers, etc.

- Worked as a Marketing Executive at FAENZA Tiles and bathroom sanitary showroom for two years from November 2020 to October 2022

**Major Responsibilities:**

- Responsible for indoor and outdoor marketing
- Maintain professional relationship with agencies, advertisers, event organizers, and other marketing vendors
- Improve sales and branding by using social media platforms including facebook, instagram, linkedin, whatsapp, etc.
- Manage and prepare the company marketing materials
- Monitor and maintain all digital marketing campaigns including social media, website maintenance, etc

**Language Proficiency:**

Languages	Reading	Listening	Speaking	Writing
English	Excellent	Good	Good	Good
Nepali	Excellent	Good	Excellent	Fair
Newari	Fair	Excellent	Excellent	Fair
Hindi	Fair	Good	Fair	Fair

**Interests and hobbies:**

Travelling, Cycling and Reading articles related to technology, health and inventions

I declare that all the above information is correct and accurate. I declare that all the information furnished in this document is free of errors to the best of my knowledge.

Robin Shakya

*Robin Shakya*

16/05/2023