Sapna Gurung

12 Block, House No- 81, Second Floor Backside

Nehru Nagar

New Delhi - 110065

Phone No- 9818825711

Email- sapnagurung7@yahoo.in

**Personal Data**

 Date of Birth : 07TH April, 1990

 Place of Birth : New Delhi

 Marital Status : Unmarried

 Citizenship : Indian

 Father’s Name : Mr. Jhak Bahadur Gurung

 Mother’s Name : Mrs. Shanta Gurung

 Language Known : Hindi, English, Nepali

**Education Background**

* 10TH Passed from CBSE in 2006
* 12th Passed from CBSE in 2008
* Graduate bachelor in tourism management from IGNOU IN 2018

**Other Qualification**

* Basic knowledge of computer.
* Internet knowledge.

**Work Experience**

 **2018 to 2019 Present: Lab Assistant in Friendicoes – Seca (REGD.)**

* Handling incoming calls and other communications.
* Samples entry in computer system.
* Maintain all patient record.
* Prepare samples for testing.
* Maintain all laboratory record.
* Helping organize and maintain lab common areas.
* Document all activities, result and report back to management.

**2014 to 2016 Executive Assistant in The Link Communication**

* Handling incoming calls and other communications.
* Recording information as needed.
* Managing diaries and organizing meetings, appointments.
* Organize events.
* Managing databases and filing system.

**2009 to 2012 Tour Operator in Raath Holidays**

* Preparing tourist and visitor information.
* Provide travel information to tourist, guest and visitors.
* Plan and tour organize tourist itineraries for tourist and visitors.
* Provide lodging, and stay facilities in hotel, motel and resorts.

**Hobbies and Interest**

My hobbies are singing, reading, and net suffering.

**Declaration**

 I hereby declare all the information above stated is true to the best of my knowledge and belief.

Place: New Delhi

(Sapna Gurung)