



Model Institute of Technology

Bagbazar, Kathmandu

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Email: info@mitnepal.edu.np, Web: www.mitnepal.edu.np

Application Form

(Please fill all the entities of this form. Supporting documents can be attached.)

Date :

Applied position :

1. Personal Details

First Name(s): Sadikshya

Last Name: Kharel

Full name (In Devnagari): सदिक्क्षा खरेल

Place of Birth: Butwal-3, Rupandehi, Nepal

Date of Birth: 25 May, 1993 Nationality: Nepali Sex: Female

Marital Status: Unmarried

Office Address:

Telephone: 9866148127 E-mail: sadikshyakharel23@gmail.com

Permanent Address: Butwal-3, Rupandehi, Nepal

Telephone: 9866148127

Current Address: Thulo Bharyang, Ananda Tol, Kathmandu-02

Telephone: 9866148127

E-mail: sadikshyakharel23@gmail.com

2. Education Qualification (Add from Secondary School to the latest)

Degree	Name and Address of the Institution	Duration of study	
		From	To
SLC	New Horizon English Boarding Higher Secondary School	2008	2009
10+2	Tilottama Higher Secondary School	2009	2011
B.Sc	Amrit Campus, Tribhuvan University	2014	2018

3. Professional Experiences

Position	Name and Address of the Institution	Duration of work	
		From	To
Communication Officer	Health Yaad Aayo Pvt. Ltd. — Kathmandu	April, 2025	July, 2025
Front Desk Officer	Hilltake Industries Pvt. Ltd. — Kathmandu	July, 2018	December, 2018

4. Professional Affiliation (if any)

Type of Membership	Name and Address of the Institution	Membership awarding year

5. Publication (if any)

6. Language Proficiency (Please list the languages that you know and rate as Good, Fair or Poor as relevant)

Language	Speaking	Writing	Reading	Listening
Nepali	Good	Good	Good	Good
English	Good	Good	Good	Good

7. Your professional career interests

- Pursuing continuous professional growth through ongoing learning and skill development
- Building a career centered on effective communication and positive engagement with students, faculty, and visitors
- Developing adaptability and efficiency by mastering new administrative systems and institutional procedures
- Gaining practical experience in academic administration while staying aligned with best practices in higher education
- Contributing to a student-friendly, service-oriented environment with professionalism and courtesy

8. How have you been inspired to be affiliated with MIT?

I was inspired to apply for the Front Desk Officer position at Model Institute of Technology because its affiliation with International American University and its commitment to U.S.-standard education, leadership development, and lifelong learning strongly align with my values of professionalism, service, and continuous growth.

9. Reference

10. Certification:

I, the undersigned, certify to the best of my knowledge and belief

(i) This CV correctly describes my qualifications and my experience.

(iii) I am not a close relative of any current MIT executive officials.

(iv) I am not the spouse of a current MIT staff member.

(vii) I am not sanctioned as an ineligible candidate for professional engagement.

I understand that any wilful misstatement described herein may lead to disqualification or dismissal, and/or any other disciplinary action being taken by MIT.

Signature:

Date:22 Dec, 2025

Name: Sadikshya Kharel