

## **CURRICULUM VITAE**

### **PERSONAL DETAILS**

Name : Anisha Gahatraj  
Date of birth : 28-08-1999  
Temporary Address : Gokarneshwor-02, Kathmandu  
Permanent Address : Gokarneshwor-02, Kathmandu  
Gender : Female  
Marital Status : Married  
Religion : Hindu  
Nationality : Nepali  
Mobile No. : 9818754461  
E-mail id : [anishagahatraj345@gmail.com](mailto:anishagahatraj345@gmail.com)

### **CAREER OBJECTIVES**

- A highly committed individual with the ability to accurately keep records of every transaction.
- Seeking a banking position to utilize my accounting expertise.
- To work as a banker; bringing experience in client handling, as well as knowledge of loan disbursement in accordance with set policies and standards.

## **ACADEMIC QUALIFICATION**

- SLC (School Leaving Certificate),(85.25%), Chandikaswory English Secondary School,2015 A.D.
- Intermediate level (+2), (73.80%), Classic College International, 2017 A.D.
- Bachelor of Business Studies (BBS), (61.30%), Xavier International College, 2021 A.D.

## **SKILLS**

- ❖ Builds strong relationship with peer and cross functionally with partners outside of the team to enable higher performance
- ❖ Ability to communicate effectively
- ❖ Ability to learn quickly
- ❖ High attention to details and ability to manage their time effectively
- ❖ Ability to work as team
- ❖ Microsoft office- word, excel and power point
- ❖ Office handling package
- ❖ 2 month internship at Agriculture Development Bank
- ❖ 3 month tally, bookkeeping and accounting and advanced taxation training from Alpine Technical Education and Research Centre Pvt. Ltd.
- ❖ 6 month work experience as an accountant at Sutarkarki Construction Pvt. Ltd.
- ❖ Language : Nepali, English and Hindi

**I hereby declare that above mentioned particulars are true and correct to the best of my knowledge and beliefs.**