



BEBINA KHADKA

Tulsipur-14, Dang,
Nepal
P.O. Box-22400
Zip code: 44600

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Email:
bebinakhadka2@gmail.com

Skills and Interest

Skills:

- ☐ **Computer Skills:** Intermediate Expertise in MS-Word, Excel, and Power-point; English Typing & Nepali Typing Unicode, Roman and Preeti
- ☐ **Managerial Skills:** Worked as Team Leader and Team member in various Assignments, Review of Work Performed by Other Team Members, Assignment of Staffs on various engagements, Presentation of Reports among senior staffs.
- ☐ **Other Skills:** Good Writing and Ability to work under pressure and able to focus on specific tasks, keeping overall project goal in mind

Interest:

- ☐ Keeping up with the current world and local affairs, building networks with people and exploring new cultural lifestyles.

Languages:

- ☐ Nepali (Mother Tongue); English (Fluent); Hindi (Conversational)

Educational Background

Academic Qualification

1. +2, NEB Board {Ram Janaki Secondary School, Management}; Completed on 2020 with aggregate of **2.89 CGPA**
2. School Leaving Certificate, GON Board {Green Peace School Kohalpur}; Completed on 2018 with **3.10 GPA**

Professional Experience

1. Internship in English E. and P. Learning Hub Private Limited (Mid-Baneshwor), Since Dec 2020

Key Responsibilities Handled

Responsibilities

- a. Maintaining financial records.
- b. Handling accounts payable and receivable.

	<ul style="list-style-type: none"> c. Checking invoices. d. Resolving accounts to the general ledger. e. Contacting clients about transactions and invoices. f. Handling queries related to accounts.
Achievements & Participations	<ul style="list-style-type: none"> <input type="checkbox"/> Participated in several community development awareness programs conducted by several NGO'S & INGO's in Nepal. <input type="checkbox"/> Participated in school extra activities like sporting events, annual function.
Referees	<p>Praju Shrestha</p> <p>Senior Auditor</p> <p>A.G & Associates, Chartered Accountant</p> <p>shtprazita100@gmail.com</p>
Declaration	<p>I hereby declare that all the information furnished above, are true to the best of my knowledge and belief. I shall be entirely responsible for any further explanation.</p>