

Shraddha Adhikari

Contact: 9845145237 – adhikarishraddha92@gmail.com



To enhance my knowledge and capabilities by working in a dynamic organization that prides itself in giving substantial responsibility to new talent.

HIGHLIGHTS

Knowledge of Sales.

Live Experience of Handling Customer issues.

Vice president of One Foot Forward

Quick learner with high convincing ability.

Strengths:

- Quick learner to any new concept.
- Effective communicator and skilled negotiator.
- Cross-functional team management.
- Excellent deadline-driven multitasking abilities.
- Ability to modulate voice and authority as per requirements.

Computer Skills

- Microsoft Office.
(Word, PowerPoint, Excel)
- Report writing.

Job Experiences:

- Lecturer at Boston International College
- Program Coordinator for Grade 11 & 12 at Ankuram Academy
- Worked as an Area General Manager at Oyo Rooms

Job Responsibilities:

- Ensure well-functioning of the day-to-day activities of +2 Program.
- Plan and implement academic and co-curricular activities consulting with principal.
- Consult and counsel students on their academic issues.
- Assist in screening and selecting faculty applications.
- Coordinate various faculty searches and maintain faculty search database.
- Communicate with parents, regulatory bodies, and the public.
- Monitor students inside the school premises.

Good inter personal skills and ability to work under pressure.

College Topper in 1nd 2nd and 8th semester exams BBA.

Won many awards & recognitions in extra curriculum activities.

Member of Rotract Club of Narayan-garh.

Tie-up with ARC (Animal Rights Club) and involved in various social activities.

Internship:

- Worked as Intern in **Nepal Bank Limited** from **5th Jan to 6th March (2019)** **for 8 weeks.**
- Worked as Paid Intern in **Siddhartha Bank Limited** from **17th April to 22 June (2016)** **for 8 weeks.**

Specialization Area Courses:

MARKETING:

- Brand Management
- Service Marketing
- Advertising and Promotion
- Consumer Behavior

Academic Qualifications:

- **MBA** from **Ace Institute of Management**, Kathmandu with CGPA 3.61 (2019)
- **BBA** in Management from **Presidency college of management and Sciences**, Bharatpur, Chitwan, Nepal with CGPA 3.55 (2016)
- 12th (management) from **Presidency college of management and Sciences**, Bharatpur, Chitwan, Nepal with **62.60%** (2012)
- School leaving certificate (**S. L. C.**) From Small Heaven Higher Secondary Boarding School, Narayangarh,Chitwan,Nepal,with **79.63%** (2065 B.S)

Interest and Hobby:

- Enthusiastic to groom owns potential.
- Volunteering in social activities.
- Singing and dancing.
- To cope with professional environment for the self and organisational growth.

Volunteered for SPCA Nepal (Society for The Prevention of Cruelty to Animals)

Able to receive many appreciation gifts from social clubs for active involvement.

Successfully coordinated inter college competition.

Participated in various programs like Case Study, business quiz competition and idea pitching.

Personal Summary:

Date of Birth	Dec 14 th , 1992
Father's Name	Ashok Adhikari
Language Known	English, Nepali, Hindi.
Nationality	Nepali
Religion	Hinduism
Passport No	PA1393360
Marital status	Single
Address	Narayangarh, Chitwan, Nepal.

I believe that the combination of experience, academic achievements, trainings and diligent work ethic makes me a qualified candidate. I have learnt how to work with a team and cope with professional environment and always been a deadline-driven candidate. So, being a committed team player, want to be a part of renowned organisation to contribute towards the growth of an organisation.

References:

- Suman Poudel : (Principal, Ankuram Academy, Bharatpur, Chitwan
E-mail: Suman@ankuram.edu.np , Ph.: 9801567401)
- Sohan Babu Khatri : (CEO of **Three H Management**, Ramchandra Marga, Kathmandu
E-mail: Sohan.khatri@gmail.com , Ph.: 9851184100)

I assure the above information furnished is true to the best of my knowledge and belief.

Shraddha Adhikari