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## BEBINA KHADKA

### 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"> <li>c. Checking invoices.</li> <li>d. Resolving accounts to the general ledger.</li> <li>e. Contacting clients about transactions and invoices.</li> <li>f. Handling queries related to accounts.</li> </ul>
<b>Achievements &amp; Participations</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participated in several community development awareness programs conducted by several NGO'S &amp; INGO's in Nepal.</li> <li><input type="checkbox"/> Participated in school extra activities like sporting events, annual function.</li> </ul>
<b>Referees</b>	<p>Praju Shrestha            Senior Auditor            A.G &amp; Associates, Chartered Accountant            shtprazita100@gmail.com</p>
<b>Declaration</b>	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.