

PRIYANKA SINGH

priyankaluv.singh@gmail.com

Baneshwor Height, Kathmandu, Nepal

Mobile no: 9843262962/9801110121



Academic Qualifications Extracurricular Activities

Year	Degree	Institution	Subjects / Specialization
2009 - 2011	M.B.A.	Birgunj Public College, Birgunj, Nepal	Finance
2005 - 2008	B.B.S.	National Academy Campus, Birgunj, Nepal	Finance
2003 - 2005	Intermediate	National Academy Campus, Birgunj, Nepal	Business Mathematics
2003	S.L.C.	L. B. N. Higher Secondary School, Rajbiraj, Nepal	Optional Mathematics.

Objective

To seek a challenging career where I can utilize my skills and abilities in a position that offers professional & personal growth while being resourceful, innovative and flexible.

Academic Project (Internship)

Organization: Himalayan Bank Ltd. Birgunj

Jan 2010-July 2010

Key Learning :

- **Operation Department** : Handle customers, Opening & closing accounts while keeping proper records of customers.
- **Remittance Department** : Prepare DD, cheque clearing and fund transfer.
- **Letter of Credit (LC) Department** : Prepare LC & TT while checking all required documents and information as well.
- **Credit Department** : Detailed checking of all required documents like Insurance, deposited papers needed to issue loan.

Computer Skills

- Conversant with Microsoft Office & Excel
- PowerPoint
- Long Terms Accounting Package :
 - Swastik Gold
 - Accman
 - Fact
 - Tally

Extracurricular Training

- Effective Public Speaking
- Women Peace and Securities

Hobbies and Interest

- Playing Badminton & Surfing Internet.
- Keeping myself updated with current environment through internet, news channels and other Electronic Medias.

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Present Work

January 2013 to till Date

Organization : - **Technical associates Services Pvt. Ltd.**
Thapathali, Kathmandu, Nepal

Job responsibility

- To issue Purchase Order in various countries like India, Singapore, Taiwan, China, Malaysia, UK, USA & Japan for required materials in our Organization.
- Prepare documentation to proceed the payment terms (LC, TT & DD).
- Checking documents and Follow-ups with Vendor & Forwarder to get the materials on time.
- Tracking : Financial record of Vendors.

Nature of Organization : - **Trading.**
Designation : - **Assistant Manager**

Personal Information

Father's Name	Mr. Shankar Singh
Date of Birth	01-Jan-1988
Marital Status	Married
Gender	Female
Citizenship	Nepali
Languages Known	Nepali, English, Maithili & Hindi
Current Address	Baneshwor Height , Kathmandu Nepal
Permanent Address	Baneshwor Height , Kathmandu Nepal