

SUDIPA SUBEDI

+9779867746750

sudipasubedi2024@gmail.com

linkedin.com/in/sudipa subedi

sudipasubedi.com.np

SUMMARY

BBA student eager to apply business concepts to real-world challenges. Skilled in management, marketing, finance, and entrepreneurship, with knowledge of business analytics, organizational behavior, and strategic planning. Passionate about driving business growth, enhancing operational efficiency, and continuously learning to adapt in a dynamic business environment.

EDUCATION

Oxford College of Engineering and Management

Bachelor of Business Administration

Gaidakot, Nawalparasi

Feb 2021 - Present

- Relevant Coursework: Principles of Management, Financial Accounting, Business Economics, Marketing Management, Human Resource Management, Business Law, Organizational Behavior, Financial Management, Business Research Methods, Entrepreneurship Development.

Parijat English Boarding school

+2 Management

Bharatpur, Chitwan

2020 - 2022

SKILLS

Core Areas: Financial Accounting, Managerial Accounting, Corporate Finance, Economics, Business Law

Analytical Tools: MS Excel (Financial Modeling, Data Analysis), Tally, PowerPoint (Financial Reporting)

Business Skills: Financial Analysis, Market Research, Report Writing, Data Interpretation

Soft Skills: Problem-Solving, Communication, Presentation, Team Collaboration, Time Management

EXPERIENCE

B.B.R Construction pvt.ltd

Accountant

Bharatpur, Nepal

2025/02/05 - Present

- Maintained daily financial records of labor salaries, material costs, and project activities using Excel and Tally
- Tracked construction expenditures and vendor payments for Gautam Buddha International Cricket Stadium
- Prepared regular financial reports to ensure budget compliance and audit readiness

Comprehensive Business Management Nepal Pvt. Ltd.

Internship

Bharatpur 12, Chitwan

2024/07/16 - 2025/01/13

- Gained hands-on experience in financial documentation and data entry.
- Observed and assisted in market research and business analysis tasks.
- Developed foundational skills in organizational behavior and operational workflows.

Margadarshan Saccos

Internship

Bharatpur, Chitwan

2022/11/10 - 2023/04/10

- Assisted in record-keeping for cooperative finance decisions.
- Shadowed team members to understand economic finance principles.
- Practiced basic bookkeeping and motivational strategies in teamwork.

Narayani Readymix Concrete Pvt. Ltd.

Assistant Accountant

Bharatpur, Chitwan

2021/09/01 - 2022/10/01

- Helped manage daily financial transactions and ledger updates.
- Learned to interpret financial data under supervision.

PARTICIPATION & ACHIEVEMENTS

- **Proficiency in Office Package:** College of software engineering -78 hours / 2 months.
- **Hult Prize at Oxford College of Engineering and Management:** OnCampus Event - 2nd Runner up
- **OCEM Sports Tournament-2079:** Quiz competition - 2nd runner up

TRAINING & CERTIFICATES

- **Emcee Training :** organized by Geetanagar Junior Jaycees
- **LOM Officer's Training :** organized by Geetanagar Junior Jaycees
- **Painting and pencil art :** organized by Nepal Arts and Kollywood Kala Kendra
- **Beautician Training :** 3-months CTEVT training
- **First Aid Training :** organized at Parijat English Boarding School

LEADERSHIP / EXTRACURRICULAR

- **Geetanagar Junior Jaycees** Executive Vice President: 2024
- **Idea Studio Nepal** College Ambassador OCEM

REFERENCES

Dipak Gautam
Margadarshan Sacoos.
CEO

Prem Lal Sharma
Oxford College.
HOD BBA

CA Yubaraaj Adhikari
CBM Nepal
CEO