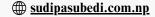
# SUDIPA SUBEDI









### **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