**Kritika Adhikari**Kathmandu, Nepal  
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### **Objective**

Motivated Bachelor of Information Management student at Shanker Dev Campus with strong communication and interpersonal skills. Detail-oriented and highly organized individual.

To obtain a position where I can utilize my BIM knowledge in information systems, data management, and business processes to support organizational success and enhance my professional skills.

### **Education**

| Degree\ level | Institution | Passed year(A.D) | G.P.A |
| --- | --- | --- | --- |
| BIM(Bachelor of information management) | Shankar dev Campus | ongoing | -- |
| +2 (management) | Bijeshwori Gyan Mandir Sainik Mahavidyalaya | 2024 | 3.58 |
| S.E.E | Siddhartha Vanasthali Institute | 2022 | 3.40 |

### 

### **Skills**

**• Data Entry and Database Management**

**• Regulatory Compliance and Record-Keeping**

**• Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)**

**• Strong Organizational and Time Management Skills**

**• Attention to Detail and Confidentiality**

**Languages:**

* **Nepali**: Native proficiency.
* **English**: Conversational proficiency suitable for professional settings.

### **Strengths**

* **Adaptability**: Quickly adjusts to new tasks and team dynamics in varied work environments.
* **Reliability**: Consistently meets deadlines with a professional attitude.
* **Effective Communication**: Engages clearly and professionally with colleagues and clients.
* **Problem-Solving**: Approaches challenges with a positive mindset and practical solutions.

### **References**

### Available upon request.