

Rajesh Basnet

Butwal, Nepal

Phone: 9749782458 | Email: basnetrajesh245@gmail.com

### Career Objective

Motivated and detail-oriented undergraduate student pursuing a Bachelor's in Management. Eager to contribute to business operations by supporting daily workflows, maintaining organized records, and ensuring task efficiency. Committed to continuous learning and contributing to a productive team environment.

### Education

Bachelor of Business Management (BMS)

Lumbini Banijya Campus, Nepal

Semester: 4th | Expected Graduation: 2027

+2 Science

Kanti Secondary School | Graduated: 2022

### Skills

- Microsoft Excel (Data Entry, Filtering, Formulas)
- Microsoft PowerPoint (Presentations & Slide Design)
- Google Sheets & Docs
- Record-Keeping & Documentation
- Task & Workflow Management
- Time Management
- Team Collaboration

- Strong Attention to Detail
- Communication Skills

## Languages

- English - Fluent
- Nepali - Native