



Arjun Subedi

Accounting & Business IT Professional

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Location: Akashi, Hyogo, Japan

Profile

Bilingual professional with academic and hands-on experience in accounting, customer service, and IT tools including Excel, Word, and HTML. Holding JLPT N2, TOEIC 910, and Boki 3rd Grade. Motivated to contribute to business operations with both accuracy and adaptability. Currently preparing for Boki 2nd Grade and IT Passport.

Skills & Certifications

- Accounting: Boki 3rd Grade (日商簿記 3 級), preparing for Boki 2nd Grade
- IT: Excel (formulas, formatting), Word, PowerPoint, basic HTML, VBA (intro)
- Office: Wapuro 3 級 (Word), Hyoukeisan 3 級 (Excel)
- Languages: Japanese (JLPT N2), English (TOEIC 910), Nepali (Native)

Work Experience

- Saitetsu Co., Ltd. (via Aspark Co., Ltd.), Japan

Factory Dispatch Worker | Apr 2025 – Present

- Cleaning and painting support tasks
- Working in a Japanese factory environment

- Seven-Eleven, Kyomachi, Kitakyushu

Part-time Staff | Apr 2023 – Mar 2025

- Operated register and assisted customers
- Stocked shelves and kept store clean

- Bullet Traders Pvt. Ltd., Nepal

Sales & Accounting Assistant | May 2017 – Mar 2022

- Bookkeeping, inventory, and sales
- Provided service in-person and online
- Coordinated team tasks

Education

- Kyushu Business College – Business IT Department

Fukuoka, Japan | Apr 2023 – Mar 2025

- Boki 3 級, JLPT N2, TOEIC 910
- Governor's Award, AIWA Contest Excellence
- Currently studying for Boki 2 級 & IT Passport

- AIWA Language Institute

Fukuoka, Japan | Apr 2022 – Mar 2023

- Completed 1-year Japanese program
- 1st Place – Beginner Presentation Contest

- Pokhara Higher Secondary School – Management Stream

Pokhara, Nepal | Graduated Mar 2017

- Studied: Accountancy, Economics, Business Math, Business Studies, English, Nepali
- Learned financial statement basics, business logic, and data handling

Awards & Honors

- Fukuoka Governor's Award (Mar 2025)
- AIWA Business Idea Contest – Excellence Award (Feb 2025)
- Japanese Beginner Presentation Contest – 1st Place (Nov 2022)