

Melija Rai

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Objective

To create value and recognition in the workplace by producing the best result for the organization through synchronization and hard work.

Education

- Bachelor in Business Administration from Pokhara University at Rajdhani Model College, Mid Baneshwor, Kathmandu (2016-2021)
- +2 in Management from Puma English Boarding Higher Secondary School, Udayapur (2014- 2016)
- School Leaving Certificate (SLC) from Ma Vi Aamasal, Udayapur (Passed in 2014)

Award and Honors

- Earned Dean's List Recognition in Bachelor Level
- Won Award for "The Best Overall Project Work Award-2019" at Rajdhani Model College
- Organized an "Intra College Print Ad Competition" at Rajdhani Model College
- Held an event as a Master of Ceremony for various programs in Rotaract Club of Patan West

Training and Workshops

- Completed Microsoft Office Packages Training from "World Computer Network Institute"
- Completed Basic Digital Marketing Course from "Google Digital Garage"
- Completed The Fundamentals of Inbound Marketing Course from "Hubspot Academy"
- Completed a "Training on Quantitative Data Analysis using SPSS"

Skills & Abilities

- Microsoft Office Excel, Word, Power-Point, Internet-based programs, and Gmail system
- Digital Marketing
- SPSS ((Statistical Package for the Social Sciences)
- Accounting Software such as Tally

Work Experience

ACCOUNTANT ASSISTANT | CRYSTAL DIAGNOSTIC PVT. LTD. | DEC 2021 –JAN 2022

- Enter financial data into the system
- Update financial records
- Keep track of accounts payable and accounts receivable

- Help with financial data entry and general bookkeeping
- Manage data, records, and reports by checking for errors and verifying the accuracy of information
- Prepare receipts, vouchers, invoices, etc. for entry into data sheets
- Update and maintain financial records
- Prepare spreadsheets for data entry, including accounting information, etc.
- Take direction from and report to the financial manager
- Independently prioritize daily tasks and responsibilities
- Provide stellar customer service to our clients and be informed on all company policy and practices (including data privacy)
- Attend and take notes at all financial department meetings
- Assist with audits as necessary
- Adhere to current accounting/finance laws and regulations
- Work to company standards

CUSTOMER SERVICE & TREASURY DEPARTMENT | NEPAL CREDIT AND COMMERCE BANK LTD | DEC 2019 – FEB 2020

- Deliver qualitative services to customers.
- Promote bank products and services.
- Build customer relationships.
- Maintain and manage existing accounts.
- Capture new accounts.
- Respond to customer inquiries and resolve.
- Assist customers in depositing and withdrawing cash.
- Refer complex issues to the management.
- Ensure best practices in rendering services to customers.
- Reconciliation of correspondent's bank payment settlements
- Identifying pending transactions or if any amount is undercharged or overcharged.
- Advising Remittance through SWIFT messages
- Recording Swift message as per their identification number and reference number
- Advising Treasury Deal Confirmation
- Cheque collection and forwarding of Draft Cheque
- Checking the updated exchange rate of Foreign Currency and Preparation of analysis, reports, and presentations for senior management