**SUMMARY**

* Proficient with computer applications: Microsoft Office (Excel, Word, Access, Power Point and html and CSS)
* Proficient with Finacle banking software.
* Strong problem-solving and multitasking skills.
* Superior organization and presentation skills.
* Excellent oral, written and interpersonal communication abilities.

**EDUCATION**

Associates of (Computer Information Systems) Capital Community College (2018 - 2019)

Master of Business Administration (2013) Pokhara University, CGPA 3.69

Bachelor of Business Administration (2009) Tribhuvan University, CGPA 3.46

**EXPERIENCE**

**Parkers fluid control, Farmington** Sep 2017- Feb 2018

Assembler

* Assembled different auto part.
* Checked the Machine if it is working or not.
* Checked the assembled parts for the assurance of its functionality.

**Best Buy, Minneapolis, Minnesota**

Material Handler May 2017 - Sep 2017

* Scanned the products and identified the code number.
* Managed the Scanned product into the right box and prepared the box for the delivery.
* Worked in the fast-paced environment.

**FedEx supply chain, Texas** Jan 2017- April 2017

Assembler

* Assembled different phone’s (iPhone, Samsung, LG) parts.
* Checked the functions of mobile phones.
* Formatted the phones and prepared it for the delivery.

**Subway, Texas** Oct 2016 - Dec 2016

Crew member

* Operated cash registers and completing transactions.
* Greeted customers and took food and drink orders.
* Communicated with manager and co-workers

**Everest Bank Ltd**, **Kathmandu** Mar 2014 - Jun 2016

Assistant

* Opened and closed the customer’s accounts in the banking system
* Worked in cash teller
* Provided the payment to the customers and deposited the cash of customers
* Assisted customers with opening and closing banking application.
* Assisted Customers to resolve their quires
* Participated in the meeting for the discussion regarding the progress of the bank.
* Maintained customer database.

**Ebpearls Pvt Ltd** Jun 2012 - Jul 2013

Admin Assistant

* + Maintained the database of inventory.
  + Maintained the database of employees.
  + Performed data entry and Scaned documents.
  + Provided general administrative and clerical services.
  + Answered and transferred the phone calls to the respective departments.
  + Scheduled meeting for Managers.

**Nepal bank Ltd, Kathmandu** Jun 2008 - Aug 2008

Intern

* Assisted in providing the account statements to the customers.
* Assisted in Printing the bank account cheque or check.
* Provided exceptional customer service while responding to ad-hoc requests.

**Achievements:**

* Presented a paper "Corporate Governance and Firm Performance in Nepal: A study of Nepalese Listed Institutions” at the Uniglobe College International Conference.
* Completed Graduate Research Project on "Determinants of Profitability of the Banks: evidence from Nepalese commercial banks".
* Worked as an organizer and a volunteer on a Blood Donation Program organized by the MBA (4TH term) students of Uniglobe College, 2011