



## PROFILE

I am a BBM graduate from Tribhuvan University with a strong foundation in business management principles. Skilled in financial operations, customer service, and hospitality. Committed to leveraging diverse skills and continuous learning to contribute effectively to organizational success.

## CONTACT

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# RUBINA KHAWAS

## EDUCATION

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**[Nepal Commerce Campus]** 2019 - 2024  
Bachelor in Business Management (BBM)  
**Tribhuvan University, Nepal**  
**GPA : 3.70**

**[Nepal Mega College]** 2018 – 2019  
Stream : Management (+2)  
**GPA : 3.50**

**[Sunshine Secondary Boarding School]** 2017  
Secondary Education Examination (SEE)  
**GPA : 3.40**

## WORK EXPERIENCE

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### Intern

Nabil Bank Limited  
Kathmandu, Nepal

- Assisted with banking operations, documentation, and customer service.
- Prepared financial reports and supported compliance tasks.

### Barista

Nine Bars Cup Coffee Academy  
Kathmandu, Nepal

- Gained professional barista training, mastering coffee preparation and latte art.
- Actively contributed to café operations, ensuring quality service and customer satisfaction.

## SKILLS

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- Financial reporting and banking operations
- Customer service and relationship management
- Proficient in Microsoft Office
- Coffee preparation and latte art