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## ARCHANA OJHA

(+358) 0451250998

### EDUCATION

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<b>Oulu University of Applied Sciences</b> <ul style="list-style-type: none"><li>• <b>Bachelor in Information Technology</b></li><li>• Graduate Coursework: Javascript, CSS, HTML, Computer Systems, Linux</li></ul>	<b>Oulu, Finland</b>	<b>Aug 2023 - Present</b>
<b>Arffman</b> <ul style="list-style-type: none"><li>• <b>Finnish Language Course under Integration Program for Immigrants, Module 3</b></li></ul>	<b>Oulu, Finland</b>	<b>May 2023 – Aug 2023</b>
<b>PSK-Aikuisopisto</b> <ul style="list-style-type: none"><li>• <b>Finnish Language Course under Integration Program for Immigrants, Module 1 and 2</b></li></ul>	<b>Oulu, Finland</b>	<b>Oct 2022 – May 2023</b>
<b>Tribhuvan University</b> <ul style="list-style-type: none"><li>• Bachelor of Business studies</li><li>• Graduate Coursework: Business Statistics, Business Economics, Macroeconomics, Accounting for Financial Analysis, Corporate Finance, Taxation and Auditing, Human Resource Management, Marketing</li></ul>	<b>Kailali Multiple Campus, Nepal</b>	<b>2015-2019</b>

### EMPLOYMENT

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<b>Trainee Assistant</b> <ul style="list-style-type: none"><li>• Performed daily bank teller services, including recording transactions involving logging checks and preparing transaction reports. counting, sorting and packaging currency, cash handling, opening new bank accounts, and processing transactions.</li><li>• Act as a point of contact for the customers and provide customer service and solve their problems</li><li>• Check financial transaction reports and handle Electronic Cheque Clearing services</li></ul>	<b>NIC Asia Bank Ltd, Dhangadhi, Nepal</b>	<b>March 2021 – May 2022</b>
<b>Trainee Assistant</b> <ul style="list-style-type: none"><li>• Performed daily bank teller services, including recording transactions involving logging checks and preparing transaction reports. counting, sorting and packaging currency, cash handling, opening new bank accounts, and processing transactions.</li><li>• Act as a point of contact for the customers and provide customer service and solve their problems</li><li>• Check financial transaction reports and handle Electronic Cheque Clearing services</li></ul>	<b>NIC Asia Bank Ltd, Dhangadhi, Nepal</b>	<b>Feb 2020 – July 2020</b>
<b>Front Desk Officer</b> <ul style="list-style-type: none"><li>• Handling incoming and outgoing mails and answering calls and directing as needed</li><li>• Inventory management</li><li>• Coordinating office activities</li><li>• Greeting and welcoming guests and scheduling meetings</li></ul>	<b>Dinesh Automotives Pvt Ltd, Nepal</b>	<b>Apr 2018 - Nov 2018</b>

### INTERNSHIPS

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<b>Intern</b> <ul style="list-style-type: none"><li>• New account opening and processing of the customers.</li><li>• Answer customer questions and provide general information on banking services and policies offered by the bank</li><li>• Answering incoming phone calls, transferring calls, and take messages when necessary</li></ul>	<b>Machhapuchchhre Bank Ltd, Nepal</b>	<b>Jun 2015 - Sep 2015</b>
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### SKILLS

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- Javascript
- Linux
- HTML and CSS
- Inventory Management
- Communication Skills
- Microsoft Word, Powerpoint and Excel
- Customer Service
- Multitasking

- Business Management and Financial Administration

## **LANGUAGES**

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- Fluent in English
- Fluent in Hindi
- Native Nepali
- A2 Level in Finnish