

# SUNITA BAKEY

## PROFILE

An adaptable and responsible undergraduate BBA student with specialization in Finance. Good interpersonal skills, Knowledgeable offering practical communicative and administration skills. Reliable and collaborative team member, looking for opportunity to develop management skills further.

## WORKING EXPERIENCE

- MAY - MARCH, 2022    **Internship, CSD**  
Siddhartha Bank Limited, Bhaktapur
- Helping customer's filling up various forms,vouchers and slips.
  - Counseling the customers and answering their queries.
  - Opening different accounts after verifying all the required documents.
  - Receiving cheque book request and delivering the cheque book.
  - Providing the bank statements as per the requirement of customers.

## EDUCATION




- 2022 - 2017    **Bachelor in Business Administration**  
K & K International College, Baneshwor Kathmandu  
**Waiting for 8th Semester Result**
- 2017 - 2015    **+2 (Management)**  
Chanakya College of Management, Bhaktapur  
**First Division**
- 2015    **SLC**  
Gundu English Secondary School  
**First Division with Distinction**

## CERTIFICATIONS & PARTICIPATION

Participation and organized various programs organized in college.



## CONTACT

-  **Address**  
Suryabinyak-06, Bhaktapur
-  **Contact**  
9844478154
-  **Email**  
sbakey4@gmail.com

## SKILLS

### Languages

English, Nepali, Newari, Hindi

### Interpersonal

Ability to develop strong working relationships.

Self Confidence

### Communication

Good communication skills

### Computer

Microsoft office packages  
(MS-Word,Excel,Powerpoint)