Sabina Shrestha

BBS Graduate — Seeking First Role

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PROFILE

BBS graduate from Shanker Dev Campus looking for a first role in accounts or administration. Completed a three-month internship handling day-book entry and filing, and a Tally training course. Comfortable in Excel and in Nepali and English typing. Willing to learn and available to join immediately.

EDUCATION

BBS (Bachelor of Business Studies) 2078 – 2082
Shanker Dev Campus, Tribhuvan University · Kathmandu
Specialisation in Accounts. Second Division.

+2 Management 2076 – 2078
Kalika Higher Secondary School · Butwal
GPA 3.2

EXPERIENCE

Accounts Intern Shrawan 2082 – Ashoj 2082
Sunrise Traders Pvt. Ltd. · Kalimati, Kathmandu

- Entered daily sales and purchase bills into Tally, around 40 vouchers a day
- Filed and organised three years of paper bills so they could be found by date
- Checked bank statements against the day book and reported the differences

Volunteer — Registration Desk 2081 – 2081
Shanker Dev Campus Annual Programme · Putalisadak, Kathmandu

- Handled registration for around 300 students over two days
- Managed a team of four volunteers at the entry desk

PROJECTS

Final year report — working capital of a trading firm
Studied one year of accounts from a Kalimati wholesaler and reported where cash was tied up. Presented to a panel of three faculty members.

SKILLS

MS Excel · Tally ERP 9 · MS Word · Nepali typing (Preeti) · English typing — 35 wpm

LANGUAGES

Nepali	Native
English	Working
Hindi	Conversational

CERTIFICATIONS

Sample from careerkyt.com — make your own free

Computer Application (3 months) 2082
Local training institute

Tally ERP 9 — Basic 2082
Local training institute

Sample from careerkyt.com — make your own free