# Curriculum Vitae

## PERSONAL INFORMATION

# Sabina Shrestha

BBS Graduate — Seeking First Role


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Kathmandu, Nepal

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Date of birth 25 September 2002 | Nationality Nepali

## 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

2021 – 2025

### BBS (Bachelor of Business Studies)

Shanker Dev Campus, Tribhuvan University, Kathmandu

Specialisation in Accounts. Second Division.

2019 – 2021

### +2 Management

Kalika Higher Secondary School, Butwal

GPA 3.2

## EXPERIENCE

Jul 2025 – Sep 2025

### Accounts Intern

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

2024 – 2024

### Volunteer — Registration Desk

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

## LANGUAGES

| | |
|---|---|
| Nepali | Mother tongue |
| English | B2 — independent user |
| Hindi | B1 — independent user |

## CERTIFICATIONS

2025 **Computer Application (3 months)**
Local training institute

2025 **Tally ERP 9 — Basic**
Local training institute