# Sita Sharma

Accounts Assistant

sita.sharma@email.com 98XXXXXXXX Kathmandu

## PROFILE

BBS graduate with hands-on Tally and Excel experience from a three-month accounts internship. Accurate and quick with bills and data entry. Looking for a first role in banking.

## EXPERIENCE

**Accounts Intern** 2082 – 2082
Sunrise Traders · Kathmandu

- Entered about 40 sales and purchase bills a day into Tally ERP 9
- Matched bills against the cash book at the end of each day
- Filed and organised paper bills by date for the monthly VAT return

## EDUCATION

**BBS (Bachelor of Business Studies)** 2078 – 2082
Shanker Dev Campus · Kathmandu

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

## SKILLS

MS Excel | Tally ERP 9 | Nepali typing | Customer service

## LANGUAGES

Nepali — Native
English — Working

## CERTIFICATIONS

**Computer Application (3 months)** 2079
[institute name]