UJJWOL SAPKOTA

Mobile no: 9860912420
Email: meujjwol68@gmail.com
Address: Kageshwori Manohara – 9, Kathmandu
Date of Birth: May 8th, 2002
Gender: Male
Current Address: Kageshwori Manohara -9, Kathmandu
Permanent Address: Panauti – 9, Kavrepalanchowk
Marital status: Unmarried
Religion: Hinduism
Nationality: Nepali
Language: Nepali, English

PROFILE

I am an ambitious Bachelor of Business Administration (BBA) undergraduate eager to secure an entry- level position in the administrative, banking and financial sector. With a solid foundation in business principles and analytical skills, I am prepared to contribute effectively to organizational success while developing expertise in financial operations and client relationship management. My goal is to leverage my education and adaptability to tackle challenges, grow professionally and make a meaningful impact in a dynamic and fast-paced environment.

EDUCATION

New Star Pole English Secondary School
Secondary Education Examination (SLC/ SEE) – SEE (10th)
2017
CGPA 3.55

Laligurans Batika Secondary School
Higher Secondary / +2 Management
2017 – 2019
CGPA 3.04

Bhaktapur Multiple Campus, Tribhuvan University
Bachelor of Business Administration (BBA)
2019 – 2024
CGPA 3.52

Training/Certificates

Internship
Global IME Bank Ltd (2 months, 2024)

- Assisted in documentation and verification of banking transactions
- Supported customer service operations, helping streamline client interactions
- Gained exposure to compliance, digital record keeping, and internal reporting

Basic Computer Course
3 months, 2019
Abacus Computer Training Center, Kageshwori Manohara - 9

SKILLS

- Quick learner and good listener
- Good interpersonal communication skills
- Punctual
- Microsoft Office
- Flexible
- Disciplined
- Well coordinating
- Hardworking
- Positive Attitude
- Ability to quickly engage with others

DECLARATION

I hereby declare that the information given above is true to the best of my knowledge. I take full liability for the correctness of the information. I will be a promising employee to your organization.

REFERENCE

Mr. Tulsi Ram Ghemosu
BBA Coordinator, Bhaktapur Multiple Campus
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