

Education

Janapriya Multiple Campus

Bachelor of Business Administration

Kaski, Pokhara
Results Awaiting

Shree Amar Singh Model Secondary School

High School

Kaski, Pokhara
Dec 2021

Experience

Help Nepal Tax Consultancy

Software Implementation & Account Administrator

- Manage client accounts and BMS setup.
- Onboard and trained users on the system.
- Monitor records and provided daily operational support.

Kaski, Pokhara
Jul 2026 – Ongoing

Adarsh Oil Mill

System Administrator

- Manage and maintain the Business Management System to ensure reliable daily operations.
- Administer products, customers, sales, and business records through the system.
- Monitor sales, expenses, profit reports, and business performance.

Kaski, Pokhara
Feb 2026 – Ongoing

Help Nepal Tax Consultancy

Internship

- Maintained client records with attention to detail and confidentiality.
- Assisted senior staff with day-to-day accounting and taxation tasks.
- Developed practical knowledge of taxation procedures, office administration, and professional communication.

Kaski, Pokhara
Jan 2026 – Mar 2026

Porcupine Media LLC

Social Media Manager

- Maintained client records with attention to detail and confidentiality.
- Assisted senior staff with day-to-day accounting and taxation tasks.
- Developed practical knowledge of taxation procedures, office administration, and professional communication.

Kaski, Pokhara
Oct 2022 – Mar 2023

Leadership & Activities

Leo Club of Pokhara Silver Mountain

Volunteer

- Participated in a community tree plantation initiative.
- Assisted in preparing and serving meals at an old-age home.
- Worked collaboratively with volunteers to support community service activities.

Kaski, Pokhara
Aug 2025

Association of BBA/BIM

Volunteer

- Assisted in planning and coordinating Sports Week activities.
- Supported event logistics and participant coordination.
- Collaborated with organizing teams to ensure successful event execution

Kaski, Pokhara
Jun 2022-Sept 2025

Academic Leadership

Kaski, Pokhara

Project Team Leader & Presenter

Mar 2021 – Jan 2026

- Led class project teams by coordinating tasks and monitoring progress.
- Organized group discussions to ensure timely completion of academic assignments.
- Delivered presentations on business-related topics to classmates and faculty.

Skills & Interests

Technical: Microsoft Excel (Intermediate), Tally Pro (Intermediate), IBM SPSS (Basic), Microsoft Word (Advanced), Microsoft PowerPoint (Advanced), Python (Basic), Flask (Basic), HTML (Basic), CSS (Basic), SQL/MySQL (Basic), Git (Basic), Visual Studio Code

Language: English (Professional Working Proficiency), Nepali (Native), Hindi (Conversational)

Interests: Business Technology, Entrepreneurship, Community Service, Public Speaking, Leadership, Team Collaboration, Learning Emerging Technologies, Web Application Development