

ARPANA ADHIKARI

BBA GRADUATE | MBS (ONGOING)

Banking & Finance • Customer Service • Administration

Ramgram-2, Parasi, Nawalparasi | 9867554158 | arpanaadhikari125@gmail.com



PROFESSIONAL PROFILE

Motivated BBA graduate currently pursuing MBS, with practical exposure to banking operations through an internship at Rastriya Banijya Bank. Demonstrates strong customer-service, communication, teamwork and organizational skills, with a sincere and responsible approach to work. Seeking an entry-level opportunity in banking, finance, accounts, administration, customer service or management trainee roles.

INTERNSHIP EXPERIENCE

Rastriya Banijya Bank | Customer Service Department

Intern • 2081-10-20 to 2082-01-19

- Supported account opening and closing procedures.
- Assisted with AML/KYC updating and customer documentation.
- Provided customer counselling and front-desk service support.
- Handled cash sorting and cheque-related services.
- Assisted with bank statement requests and processing.
- Gained practical exposure to ECC and day-to-day banking operations.

EDUCATION

MBS — Ongoing | Divyajyoti Multiple Campus

2-year program • 1st Semester Completed

BBA | Divyajyoti Multiple Campus, Bardaghat

2082 • GPA 3.51

+2 | Tilottama Secondary School, Butwal

2077 • GPA 2.95

SLC | Sayapatri English Secondary School, Parasi

2074 • GPA 3.25

CORE SKILLS

- Computer Skills
- Good Communication
- Customer Service
- Teamwork & Collaboration
- Dedication & Work Ethic
- Sincere & Honest
- Hard-working & Responsible

TARGET ROLES

- Banking / Finance Assistant
- Accounts Assistant
- Customer Service
- HR Assistant
- Admin Assistant
- Operations Assistant
- Management Trainee

LANGUAGES

Nepali • English • Hindi

CONTACT

PHONE

9867554158

EMAIL

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LOCATION

Ramgram-2, Parasi, Nawalparasi