

# Jasbant Kumar Singh



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Nationality                            Nepal

## SUMMARY

I am hardworking, self-control and continuous learning. Motivated and results-driven Graduated Bachelor's degree in Business Administration Management) from Pokhara University. Major in Account and Finance. I developed a strong understanding of various management concepts, including strategic planning, organizational behavior, and marketing strategies. I am eager to apply my theoretical knowledge and practical skills gained through internships in the commercial banking sector. Rastriya Banijay Bank Ltd.) I gained hands-on experience in diverse aspects of the banking industry. This opportunity allowed me to work closely with professionals in different departments, such as retail banking, customer service, Administration etc.

## SKILLS:

- Data Visualization
- Data Analysis
- Team Leadership
- Business Growth
- Administration and Office Assistant
- Account and Finance ( Accounting software Tally erp9.0)
- Customer Relationship officer
- Continuous learning

## EXPERIENCE

**Rastriya Banijya bank Ltd. Kathmandu, Nepal)**

**Internship/ Admin Assistance**

**(May, 2021 - Jan, 2022)**

- I attained experience in the area of different department customer service desk, Administration, ATM, cash, Extension, and ECC department.
- My internship experience sharpened my interpersonal skills as I collaborated with colleagues and communicated effectively with clients from diverse backgrounds.

**Simjung Pvt. Ltd. Kathmandu, Nepal)**

**Administration/Data processing analyst**

**(Feb, 2022 - Jul, 2023)**

- I have worked in this company Administration/Data processing analyst department. My responsibilities are calculating and checking Tax, VAT rate, and GS, improve data accuracy, cost saving or revenue generation, and reporting, cross- functional collaboration and professional development.
- Successfully integrated data analysis and visualization into critical business process and decision making.

## EDUCATION

Higher Secondary Education (2015-2017) Chakra Janta Higher Secondary School. Nepal.

- I have completed (10+2) in Management faculty with concentration subject Business Math, NEB Board Exam in Nepal.

Graduated Bachelor Degree in BBA - Finance (2017-2022) to Affiliated Pokhara University.

- Subhashree College of Management. Kathmandu, Nepal.

**Training/Certifications**

- Mithila Computer Center (2014)
- Diploma full Advance computer course including advance Microsoft office course, Excel, Power point, MS- word, Accounting package.

**AWARDS**

- Best perform in cultural club of the year award shubhashree college of managment Kathmandu, Nepal) 2022

**Scholarship Award**

Pokhara University Pokhara, Nepal. (2017)

- Provide Pokhara University full scholarship award for studies BBA (Bachelor of Business Administration) Fourth Year's course.

**Language**

- Nepali
- English
- Hindi

**PASSPORT AND VISA DETALIES**

Passport No: PA0938435

Date of Issue: 09/11/2022

Date of expiry: 08/11/2032

Date of Birth: 17/12/1996

Visa status: Visit Visa

Visa place & date of Issue (Entry in Dubai): 08/10/2023

Visa Valid Until: 06/12/2023

**References:**

- Ananda Adhikari - Branch Manager  
Machapuchare Bank  
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- Yagya Raj Bhandari - Teacher  
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