

YOUR NAME

+977 9800000000 | youreamil12340@gmail.com | Your Address

Nationality: Nepali

Personal Information

Date of Birth: July .., ... | Citizenship: Nepali

Career Objective

Enthusiastic and detail-oriented BBM graduate with hands-on experience in finance, administration, sales, and digital marketing. Seeking to pursue a Master's degree to deepen business knowledge, enhance digital skills, and engage in global academic environments. Eager to contribute with a combination of academic excellence and practical experience.

Academic Qualifications

S. No	College/School	GPA	Level	Passout Year
1.	Yours College Name		Bachelors	
2.	High School Name		Higher Secondary Education (+2)	
3.	School Name		Secondary Education Examination (SEE)	

Professional Experience

Position Name –

Company Name | Address | Time Period

- Description
- Of
- Your
- Job

Example:

Intern – Finance & Administration Department

Company Name | Kathmandu, Nepal | Feb 2, 2023 – May 3, 2023

- Managed documentation, fee processing, and student services
- Took incoming phone calls and handled front desk reception
- Responded to student queries and provided accurate guidance
- Oversaw day-to-day administrative operations independently
- Assisted in planning college events and maintaining internal records

Key Skills

- Digital marketing & social media handling
- Promotional video making & editing (Canva, etc.)
- Front desk operations & customer service
- Verbal communication & problem-solving
- Finance & administration support
- Proficiency in Microsoft Word, Excel, PowerPoint
- Adaptability, teamwork, and leadership

Languages

Nepali: Native

Academic Interests

- Marketing & Digital Strategy
- Entrepreneurship
- Leadership & Business Analytics
- Management & Organizational Development
- International Business Management

References:

More references will be provided upon request.

Person Name

Position

Company

Phone: +977 9800000000

Email: mail@gmail.com.