

SUDIPA SUBEDI

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PROFESSIONAL SUMMARY

BBA graduate with practical experience in accounting, financial documentation, vendor payment tracking, bookkeeping, and reporting. Proficient in Microsoft Excel, Tally, PowerPoint, and Aegies software, with a strong foundation in finance, management, marketing, business analysis, and entrepreneurship. Motivated to support business growth, improve operational efficiency, and continuously develop in a dynamic professional environment.

WORK EXPERIENCE

Galaxy Garden Resort Pvt. Ltd.

Accountant

Bharatpur-4, Chitwan

Jul 2025 – April, 2026

- Maintain daily financial records using Microsoft Excel and Aegies accounting software.
- Track vendor payments and support routine account reconciliation activities.
- Prepare regular financial reports to support budget compliance and audit readiness.

B.B.R Construction Pvt. Ltd.

Accountant

Bharatpur-15, Chitwan

Jan 2025 – Jul 2025

(Present – Part Time)

- Maintained daily records of labour salaries, material costs, and project activities using Excel and Tally.
- Tracked construction expenditures and vendor payments for the Gautam Buddha International Cricket Stadium project.
- Prepared periodic financial reports to support budget control and audit readiness.

Comprehensive Business Management Nepal Pvt. Ltd.

Intern

Bharatpur-12, Chitwan

Jul 2024 – Jan 2025

- Supported financial documentation and data-entry activities.
- Assisted with market research and basic business analysis tasks.
- Developed practical understanding of organizational workflows and business operations.

Margadarshan SACCOS

Intern

Bharatpur, Chitwan

Nov 2022 – Apr 2023

- Assisted with record-keeping for cooperative financial activities.
- Observed financial decision-making processes and daily cooperative operations.
- Practised basic bookkeeping, teamwork, and workplace communication.

Narayani Readymix Concrete Pvt. Ltd.

Assistant Accountant

Bharatpur-4, Chitwan

Sep 2021 – Oct 2022

- Assisted in managing daily financial transactions and ledger updates.
- Supported the interpretation and review of financial data under supervision.

EDUCATION

Oxford College of Engineering and Management

Bachelor of Business Administration

Gaidakot, Nawalparasi

Feb 2021 – April 2026

- *Relevant coursework:* Principles of Management, Financial Accounting, Business Economics, Marketing Management, Human Resource Management, Business Law, Organizational Behavior, Financial Management, Business Research Methods, and Entrepreneurship Development.

Parijat English Boarding School

+2 Management

Bharatpur, Chitwan

2020 – 2022

SKILLS

Accounting & Finance Tools	Financial accounting, Managerial accounting, Corporate finance, Book-keeping, Reporting
Business	Microsoft Excel, Tally, Aegies, Microsoft PowerPoint
Interpersonal	Financial analysis, Market Research, Report Writing, Data Interpretation
	Communication, Presentation, Teamwork, Problem-solving, Time Management

LEADERSHIP & ACHIEVEMENTS

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- Executive Vice President, Geetanagar Junior Jaycees, 2024.
 - College Ambassador, Idea Studio Nepal, Oxford College of Engineering and Management.
 - Second Runner-up, Hult Prize OnCampus Event at Oxford College of Engineering and Management.
 - Second Runner-up, Quiz Competition, OCEM Sports Tournament 2079.

TRAINING & CERTIFICATES

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- Office Package training (78 Hrs), College of Software Engineering.
 - Emcee Training, LOM Officer’s trainings, Geetanagar Junior Jaycees.
 - Painting and Pencil Art Training, Nepal Arts and Kollywood Kala Kendra.
 - First Aid Training, Parijat English Boarding School.

REFERENCES

Dipak Gautam CEO, Margadarshan SACCOS	Prem Lal Sharma HOD, BBA, Oxford College	CA Yubaraaj Adhikari CEO, CBM Nepal
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