

# PRIZA SINGH

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Teku -12, Kathmandu

## PERSONAL DESCRIPTION

NAME : Priza Singh  
DATE OF BIRTH : 8th April, 1997  
NATIONALITY : Nepali  
MARITAL STATUS : Single  
SEX : Female  
RELIGION : Hindu  
TEMPORARY ADDRESS : Teku- 12, Kathmandu  
PERMANENT ADDRESS : Teku- 12, Kathmandu  
FATHER'S NAME : Ramesh Singh  
LANGUAGE : Nepali, English, Hindi, Newari  
Blood Group : A+  
INTEREST : Operation, Execution and Exploring

## EDUCATION

Qualification	INSTITUTION	Board	Score	Division	Passed Year
M.B.S	Golden Gate International College, Battis Putali	Tribhuvan University	-	-	2021- present
B.B.A	Everest College, Thapathali	Tribhuvan University	3.20	-	2019
Intermediate (+2)	Trinity International College, Dillibazar	HSEB	65%	First	2015
S.L.C	Telic International Model English School, Kuleshwor	Nepal Education Board	76.88 %	First	2013

## OBJECTIVE

To embrace new challenge with an organization where I can leverage my high quality education gain from Master's in Business Studies, Bachelor's in Business Administration, internship, research and other experience. I am very articulate in both oral and written communication skills with ability to make decision in critical situation.

## **ACTIVITIES & ACHIEVEMENT**

- Administrative office/ H.R Admin at Meditron International, 2022-present.
- Trainee Asst. Officer at Ghorahi Cement Industry, Dec 16, 2021- Oct 7, 2021.
- Internship in Customer Service Department (CSD) at Rastriya Banjiya Bank, 2019
- Organizer in Christmas event as Marketing Head conducted in Everest College, 2018.
- Volunteer in Inter School Grand Art Competition organized by Youth Corner Club (YCC), 2017.
- Leadership and Personality Development Session (London Institute of Corporate Training).at Everest College, 2016.

## **SKILL & STRENGTH**

- Adept with writing documents, preparing presentation, storing and handling data and producing reports and academic writing.
- Skilled in MS Office
- Good Communication skill
- Adept with time management and handling work during pressure
- Comfortable working with people of different age, culture and mentality
- Having a confidence and performing any suitable work
- Self-motivated and hard working