

# **Vidhya Devi Paudel**

**TARKESHWOR-06, KATHMANDU, NEPAL**

**+977- 9823513164**

**Vidhyapaudel97@gmail.com**

Seeking a challenging position in a reputable organization to expand and utilize my learning, skills, and knowledge. Energetic, ambitious person who has developed a mature and responsible approach to any task undertaken and flexible to work in any environment as required.

## **WORK EXPERIENCE**

Internship at **RASTRIYA BANIJYA BANK**, where I assisted in Customer Service Department, **BHOTAHITY, Kathmandu, Nepal**

## **ADVISED AND ASSISTED ON**

- Answered customer inquiries via call, message, and email**
- Maintained customer records in company database**
- Able to empathize and prioritize customer needs**
- Giving detailed, personalized, friendly and polite service to customer**

## **EDUCATION**

**Bachelor in Business Administration from South Asian Institute of Management, (SAIM) with CGPA 3.10.**

Pokhara University, Kathmandu, Nepal

**Higher Secondary Certificate (10+2) (Business Studies) 2017-2019**

Herald International College,

Basundhara, Kathmandu, Nepal

**School Leaving Certificate (S.L.C) 2016** Nilkantha namuna maa vii

School

jibjibe, Rasiuwa, Nepal

**SOFT SKILLS**

- ◆ Communication
- ◆ Decision Making
- ◆ Leadership
- ◆ Problem Solving ◆ Multitasking

**LANGUAGE PROFICIENCY**

- ◆ Nepali – (Native – Both Written and Oral)
- ◆ English – (Both Written and Oral)

**PERSONAL DETAILS**

**Date of Birth** : july 25, 2002

**Gender** : Female

**Marital Status** : Single

**Nationality** : Nepali

**Current Address** : Tarkeshwor, Kathmandu, Nepal

**Contact Detail** : +977 9823513164

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