Rajani Adhikari

Student





+971 55 722 5102



rajaniadh54@gmail.com

Dedicated Business Administration student from Nepal seeking new opportunities in Dubai. Known for commitment to responsibility, organization, hard work, honesty, and effective time management. Strong belief in driving positive change and ready to bring skills and dedication to dynamic work environment in Dubai.



- Fluent communication (spoken & written)
- Excellent customer service
- Professional telephone handling
- Front desk management

Appointment scheduling and calendar management

Knowledge of Microsoft Office (Word, Excel, •Outlook)

- Basic data entry and filing
- Multitasking and time management
- Welcoming and assisting visitors
- Handling emails and office correspondence
- Strong interpersonal and teamwork skil



2025-04 - Current

Customer Service Department - Intern Trainee

Nepal Investment Mega Bank Limited, Lekhnath Branch

 Balance inquires, Scanning. Filings, Account opening and closing, Making and so on

2024-06 - 2024-12

Reveue Consultant-Intern

Pokhara Metropolitan City Executive Office, Pokhara

Identify the non-registered Business in Pokhara, 29, motivate people to register business, follow up

2018-09 - 2019-01

Trainee Assistant-Intern

Nabil Bank Limited, Pokhara-27, Talchowk

 Ensured a safe and inclusive learning environment by addressing any concerns or conflicts promptly.



Education

Master Of Business Administration (MBA): Currently Enrolled

Pokhara University

2023-08 Bachelor Of Business Administration

Pokhara University

2018-01 **+2: Management**

Shree Gogan Secondary School

2016-01 SLC

Golden Nature Boarding School



Awards

Driving license Holder



Training

- Accounting course Training from Sep 2018 to Jan2019.
- Entrepreneurship Training Program, 5 Days, School of Business (SOB), University Grant Commission (UGC).
- SPSS Training Program, SHINE (Sharing Harmony in Now Environment).
- 7-days Entrepreneurship and Financial Literacy GYB/SYB (Generate Your Business/Start Your Business) Training from 17 December, 2024 to 23 December, 2024.



Gender:female



Additional Information

- Associate Prof. subash Malla, Pokhara University, Email-subash.malla@pu.edu.np
- Prof. Kripa Kunwar, Pokhara University, Email-kripakunwar@pusob.edu.np



true



Languages

English
Advanced (C1)
Hindi
Advanced (C1)
Nepali
Advanced (C1)