**Resume**

**Dikshya Dotel**

* Nationality- Nepali
* Home Address- Suryabinayak,1, Bhaktapur
* Cell Phone no- 9860878978
* Email Address- doteldixya97@gmail.com
* Current phone number - 07810349715

**Career Objective**

* To work in challenging environment, achieve skills in the respective field work for the simultaneous progression of organization and myself.

**Working Experience**

* Organization- Agricultural Development Bank.
* Position- As an intern
* Company Location- Bhaktapur, Gatthaghar Branch.
* Working period- 8 Weeks.
* Responsibility- Follow-up and collection of customer acceptance.

 - Relationship with customer.

 - Instant problem solver.

-Organization- Suyash International pvt ltd.

-Position- Accountant

- Company Location- Gyaneshwor, kathmandu

- Working period- 1 year

**Education Qualification**

Bachelor of Business Administration (BBA)

* Institute- Herald College Kathmandu
* Passing year- 2021AD
* Result- 2.91Gpa

Higher secondary certificate

* Institute- Modern Boarding Higher Secondary School.
* Result – First Division (63.50%)
* Passing Year- 2017 AD

Secondary School certificate

* Institute- Dadhikot English Secondary School
* Result- First Division (78.51%)
* Passing Year- 2015 AD

**Personal Ability**

* Ambitious, hardworking, energetic and well disciplined.
* Positive thinking, self-motivated and flexible.
* Good communication skill.
* Loyal toward work and duties.
* Can work under stressed condition.

**Computer knowledge**

* Well versed with MS Office.
* MS Excel, power point.
* Internet Browsing.
* Microsoft Outlook.