

# SITATHARU

D.O.B:18<sup>th</sup>March2003

Address:Baneshwor-31,Kathmandu

Contact No.: +977 9813901272

Email:sitatharu04@gmail.com

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## Work Experience:

### Sikinchha Academy Pvt. Ltd., Kathmandu

Sep 2024 – Present

#### **Administrative Support, Technical & Fundamental Analysis Trainee**

- Managing administrative tasks and coordinating daily operations efficiently.
- Assisting in maintaining records and supporting the academic team.
- Assisting in RTMS as a Technical Analyst and learning fundamental analysis as part of market training.

### Naasa securities Pvt.Ltd, Lal Durbar, Kathmandu

Dec 2023- March 2024

#### **Intern**

- Assisted in various departments including Accounts and Settlement
- Supported operational processes and data management.

### Sumeru Securities Pvt. Ltd, Gyaneshwor, Kathmandu

July2021–Nov2023

#### **Customer Service Representative**

- Handled client queries and coordinated with other departments for issue resolution.
- Managed KYC, Demat, Accounts, and Settlement processes.
- Maintained records, managed transactions, and ensured client satisfaction.

### Kantipur International Open Education Pvt. Ltd -New Baneshwor, Kathmandu

Jan2021-April2021

#### **Front desk officer**

- Greeted and directed visitors while maintaining an organized reception area.
- Performed clerical tasks including document management.

### Best Buy Shopping Center –Old Baneshwor, Kathmandu

April2017toSep2017

#### **Sales Representative**

- Assisted customers in product selection and resolved queries effectively.

## Education

### **Bachelor in Business Studies (BBS)**

2021-Present

#### **VS Niketan College, Minbhawan, KTM(4thYear running)**

- Concentrations: Accounting, Finance, Marketing, and Management

### **High School (+2),Management**

2017-2019

#### **VS Niketan College, Minbhawan, KTM**

- Percentage70%
- Key Modules: Accounting, Economics, Business Studies, Mathematics, and English

## Training and Skills

- Decision-making and problem-solving abilities.
- Strong interpersonal and communication skills.
- Proficient in Accounting Software and Basic Computer Applications.
- Completed training on Customer Service & Employee Motivation (SBAN).

## Reference

- Prabin Maharjan ,Sumeru Securities Pvt. Ltd., Gyaneshwor, Kathmandu  
Contact: +977 9808478307
- Bipin Kandel,Sikinchha Academy Pvt.Ltd, Kamalpokhari, Kathmandu  
Contact: +977 9851239792

## Declaration

I hereby declare that the details and information given above are complete and true to the best of my knowledge.