

SIMRAN SAGAR KUSHWAHA

BBA Student | Banking & Finance

Kathmandu, Nepal | Email- simransagar987@email.com | Portfolio- <http://simrankushwaha.com.np/>

SUMMARY

Motivated BBA student with hands-on internship experience in banking operations and loan processing at Rastriya Banijya Bank one of Nepal's largest state-owned commercial banks. Proven ability in customer service, data validation, regulatory compliance, and cross-functional coordination. Eager to apply academic foundations in finance and management to contribute effectively in an entry-level professional role.

WORK EXPERIENCE

Intern — Loan & Operations Department | *Rastriya Banijya Bank* 3 Sep – 26 Dec 2025

- Supported end-to-end loan documentation, verification, and processing workflows, ensuring timely and accurate completion of credit applications.
- Performed CIC (Credit Information Centre) checks and customer data validation to ensure regulatory compliance and minimize risk.
- Assisted with daily branch counter operations, administrative tasks, and systematic record-keeping with high accuracy.
- Developed practical knowledge of banking compliance standards, credit appraisal procedures, and customer service protocols.
- Maintained document filing and data entry systems, contributing to branch operational efficiency.

Volunteer — Events & Media Coordination | *Annapurna Media Network* 2024

- Assisted in planning, coordinating, and executing large-scale events and live media presentations.
- Collaborated with cross-functional teams to manage logistics and audience engagement in high-pressure environments.
- Demonstrated strong communication, organizational, and interpersonal skills throughout the event lifecycle.

EDUCATION

Degree	Institution	Result / Status
BBA	Apollo International College, Kathmandu	Currently Pursuing
+2 Management	Everest Florida High School, Kathmandu	GPA: 2.47 2079 BS
SEE	Shree Kankali Secondary School, Bara	GPA: 2.70 2076 BS

SKILLS

Technical Skills: MS Word, MS Excel, Basic Banking Operations, Loan Processing & Documentation, Data Entry & Validation

Soft Skills: Customer Relationship Management, Communication, Teamwork, Coordination, Time Management, Adaptability

ADDITIONAL INFORMATION

Languages: Nepali, Hindi, English, Bhojpuri

Core Strengths: Hardworking, Positive Attitude, Responsible, Adaptable, Quick Learner

References: Available upon request