



Diksha Basnet

Balkot

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As an experienced database assistant proficient in EVENT and NSTB database and data analysis tools, my skills revolve around managing and maintaining extensive databases and ensuring optimal performance. I'm looking for a career growth opportunity to utilize my analytical and problem-solving skills.

Professional Experience

Gauri Bhakta Hotel Management and Technology Training Pvt.Ltd **09/20 - 12/22**
Database Assistant/Office Management,Call Handeler

Training Institute

- Programmed by event,ensure helvetas, employment,ILO

Rastriya Banijya Bank **01/20 - 04/20**
Internship

- Account opening, cheque print and approval,customer handling

Purwanchal English Secondary Boarding School **06/17 - 08/18**
Post Of Teacher

Education

Mahendra Morang Aadarsh Multiple Campus
BBS - Bachelor in management

- Running

Bhanu +2 **07/15 - 04/17**
Intermediate

Jaycee Bal Sadan Secondary Boarding School **06/15**
SLC

Projects

NSTB Database,Reporting

Proposals Making ,EOI

Recording Details Of every Projects

Key Skills

- Communication ,problem solving ,team work, management,active listening , Attention to detail

Interests

- Listening music, traveling, nature lover,self motivated