

PRATIKCHYA KHADKA

New Baneshwor, Kathmandu

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Summary

I am a recent BBA graduate from Imperial Business College with a strong academic record and a proven commitment to excellence. Through active involvement in extracurricular activities, I have developed strong leadership, communication, and public speaking skills. I have also gained practical industry experience through my internship in the Claims Department at Himalayan Everest Insurance and as an Administrative Assistant at Dokora Tours and Travels.

Education

Imperial Business College

Bachelor of Business Administration

2022 – 2026

New Baneshwor, Kathmandu

St. Xavier's Deonia

+2 Management

2018 – 2021

Birtamod, Jhapa

Siddhartha Shishu Sadhan

School Level

2005 – 2018

Bhadrapur, Jhapa

Experience

Himalayan Everest Insurance

Internship

August 2025 – November 2025

Hattisar, Kathmandu

- Assisted in processing motor insurance claims through document verification and compliance checks.
- Managed physical and digital claim records for efficient documentation and retrieval.
- Coordinated with clients, policyholders, and surveyors to obtain documents and provide claim updates.
- Supported claim officers in claim tracking, documentation review, and timely settlement processes.

Dokora Travels and Tours

Admin and Finance Assistant

March 2026 – May 2026

Bishalnagar, Kathmandu

- Prepared customized travel itineraries and tour packages based on clients' preferences, schedules, and budgets.
- Assisted in tour costing and pricing by calculating travel, accommodation, and other related expenses.
- Designed promotional flyers and marketing materials using Canva for business promotion and customer engagement.
- Communicated with clients to handle inquiries, provide travel information, and coordinate bookings and reservations.

Skills

- Administrative Assistance
- Teamwork and Collaboration
- Microsoft Excel
- Customer Relation Management
- Communication
- Microsoft Word
- General Insurance
- Microsoft Power Point
- Canva

Achievements

University Topper

4.0 GPA in 2nd Semester of BBA

January 2024

Pokhara University

Winner of Imperial Upskill

Business Idea Pitching Contest

January 2026

Imperial Business College

Public Speaking

2nd Runner Up in Public Speaking Contest

November 2023

Imperial Business College

References

Pratap Shakya

Principal at Imperial Business College

+977-9841347500

Shristina Maharjan

Head of HR at Himalayan Everest Insurance

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