

# Deepsagar Devkota

Business Analytics · Finance · Data

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## PROFILE

Business Analytics student with hands-on accounting experience and demonstrated strength in data management, financial reporting, and Microsoft Excel. Known for reliability, adaptability, and a problem-solving mindset — equally effective working independently or collaboratively in fast-paced environments.

## CORE SKILLS

Financial Record Keeping	Microsoft Excel & Office Suite	Data Entry & Invoice Processing
Budget Management	Team Collaboration	Problem Solving & Flexibility

## WORK EXPERIENCE

### Junior Accountant

Jan 2023 – Aug 2023

OM Laxmi Trading — Pokhara, Nepal

- Managed bookkeeping tasks including invoice processing and data entry
- Supported tax preparation and created monthly financial reports using Excel
- Improved record-keeping efficiency through organized data handling

### Junior Accountant

Sep 2023 – Mar 2024

District Police Office — Baglung, Nepal

- Maintained and organized financial records; assisted in budgeting and expense tracking
- Reconciled accounts and ensured policy compliance across all reporting
- Collaborated with internal departments to prepare accurate monthly summaries

## EDUCATION

### Associate of Arts in Business Analytics

In Progress

Montgomery College — Rockville, MD

### High School Diploma

Oct 2023 | GPA 3.09/4.00

Prativa Secondary School — Pokhara, Nepal

## TECHNICAL SKILLS

Microsoft Excel	Microsoft Word	PowerPoint
Outlook	Google Docs	Google Sheets
Tableau	RStudio	MS Office Specialist (Cert.)

## CERTIFICATIONS

<b>Behavioral Finance</b> Duke University	<b>Data Science Math Skills</b> Duke University
<b>Financial Markets</b> Yale University	<b>COVID-19 Contact Tracing</b> Johns Hopkins University
<b>Introduction to HTML5</b> University of Michigan	<b>Intro to Mathematical Thinking</b> Stanford University
<b>Understanding Research Methods</b> University of London	