

SAPANA THAPA

São Teotónio, Portugal (open to relocation — Lisbon) | +351 920 062 623 | st539032@gmail.com |
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PROFILE

Final-year International Business Management student (coursework completed; degree conclusion expected October 2026) with hands-on administrative and finance experience — invoice processing, reconciliations, audit support, and business reporting. Fluent in English (C1), organized, process-oriented, and self-motivated, with advanced Excel and additional SQL/Power BI skills for data quality and reporting. Comfortable in international, multicultural teams. Available immediately upon degree conferral and open to relocating to Lisbon.

EXPERIENCE

Liberamente ETS, San Giorgio Albanese, Italy

Feb 2026 - Apr 2026

Intern, Account & Administrative Assistant

- Processed and reconciled more than 50 invoices per month, ensuring accuracy and compliance in financial records and commercial administrative processes
- Prepared 30+ expense reports and comparative financial data mapping in Excel to support monthly reporting, budgeting, and business performance analysis
- Supported external audit preparation, verifying documentation and identifying and correcting discrepancies to enhance data quality and ensure regulatory compliance
- Coordinated with vendors, suppliers, and internal departments across an international team, resolving queries and maintaining accurate records

Monte Carvalho da Rocha, Zambujeira, Portugal

Jun 2025 - Aug 2025

Waitress

- Delivered customer service and issue resolution in a fast-paced environment, managing cash and POS transactions and collaborating with a team of 8+ staff

PROJECTS

SQL & Power BI: Data Analysis Project

- Analyzed 48,000+ records using SQL (aggregations, correlated subqueries, date-based trend analysis) to calculate KPIs and identify performance trends
- Built an interactive Power BI dashboard with DAX measures, slicers, and custom navigation for data visualization and business reporting

Investment Banking Job Simulation — J.P. Morgan (Forage)

Jul 2026

- Built an 11-year DCF valuation model using WACC and terminal growth rate methodology

EDUCATION

Instituto Politécnico de Bragança, Bragança, Portugal

Sep 2023 - Present

Bachelor in International Business Management (EQF Level 6) — Coursework completed; degree conclusion expected Oct 2026

- Relevant coursework: Financial Accounting, Strategic Management, International Marketing, Supply Chain Management

University of Zagreb, Zagreb, Croatia

May 2026

Blended Intensive Programme — International Perspectives in Accounting and Auditing (incl. IFRS, financial reporting, comparative accounting standards)

LICENSES & CERTIFICATIONS

- Certificate in Databases and SQL for Data Science — edX, Jun 2026

SKILLS

Technical: Excel (advanced — formulas, reporting, data analysis); Business Reporting; Commercial/Administrative Support; Data Quality; Invoice Processing; Reconciliation; Audit Support; SQL; Power BI; Microsoft Office; Google Suite

Languages: English (C1); Nepali (native); Hindi (B2); Portuguese (A1)

Other: Attention to Detail, Organizational Skills, Sense of Responsibility, Analytical Thinking, Team Collaboration, Adaptability, Time Management, Proactivity