Saroj Budhathoki

669-328-6666

www.linkedin.com/in/saroj-budhathoki-b44193334 srjbpb@gmail.com

High-performing strategic professional experienced in banking and financial industry. Adept at assessing needs, generating options and implementing solutions while sufficiently involved in managing short-term and long-term projects from start to completion.

Experience

JPMorgan Chase & Co. | 2016 - 2018

Product Quality Specialist

Facilitated meetings, performed product quality inspection, implemented monitoring process, conducted employee training on compliance standards, and ensured production adherence to GMP, OSHA, HIPAA, BSA, and AML guidelines.

NIC Asia Bank Ltd. | 2012 – 2015

Operations Supervisor

Managed branch operations which involved supervising and evaluating branch employees, overseeing branch budget and inventory, ensuring compliance in underwriting and reporting, and assisting with credit risk and mortgage documentation processes.

NIC Asia Bank Ltd. | 2011 - 2012

Customer Service Specialist

Interacted with diverse customers, handled cash during peak hours, and provided prompt remittance services.

Education

Cumberland University | 2025 – Present

Master of Science: Information Technology Management

Amberton University | 2016 – 2018

Master of Business Administration in General Business

Skills

- MS Office Suite
- Salesforce Administration and Apps Builder
- Basic SOL gueries and subqueries
- Banking Software (Finacle, Pumori Plus and Pumori IV)

Hobbies

- Playing Sports
- Traveling