

Sujan Adhikari

❖ (945) 900 6531

❖ sujanxetree124@gmail.com

❖ Irving, TX

EDUCATION

University of North Texas

B.S. Computer Science

August 2021 – May 2022

Denton, TX

University of Texas at Arlington

B.S. Information System

May 2026(Expected Graduation)

Arlington, TX

WORK EXPERIENCE

Quick Bites

Data Entry Assistant

August 2020 – July 2021

Kathmandu, Nepal

- Identified and corrected data entry errors, ensuring accuracy.
- Entered numerical data into databases with precision using a 10-key pad.

Office of Register UNT

Data Entry Clerk

Jan 2022 – May 2022

Denton, TX

- Managed and updated student records with high accuracy.
 - Verified and processed student documents in compliance with university policies.
 - Assisted staff in organizing and digitizing records for efficient access.
-

LEADERSHIP EXPERIENCE

Nepalese Student Association, UNT

Event Manager

August 2021 – May 2022

Denton, TX

- Planned, organized, and executed a diverse range of 12 events as an integral member of NSA-UNT.
 - Led and supervised a team of event coordinators, ensuring efficient teamwork and task delegation.
 - Secured sponsorships and negotiated favorable terms with suppliers, reducing 20% overall event costs.
-

CERTIFICATION

- Microsoft Excel Advanced Certification.
 - Google Data Analytics Certification (In Progress).
 - The Complete Python Bootcamp: From Zero to Hero (In Progress).
-

MEMBERSHIPS AND HONORS

- Phi Theta Kappa Honor Society.
-

SKILLS

- **Languages:** C++ (Beginners), Python (Intermediate), Java (Beginners)
- **Database:** Basic SQL and database management
- **Developer Tools:** VS Code, Chrome DevTools, Jupyter Notebook, IntelliJ IDEA
- **Office Applications:** Microsoft Word, Microsoft Excel (Advanced), Microsoft Outlook
- **Administrative Tasks:** Data entry, digital filing, document organization, information tracking