**Suman Neupane**

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**Career Objective**

I am a Bachelor of Information technology, Networking major graduate looking to work as an IT Support Officer in a global and highly reputable company. My previous education would be an asset and has assisted me in developing excellent attention to detail and organisation skills.

**Key Skills Summary**

# Programming Languages: Java, JavaScript, XHTML, CSS, PHP, C++, SQL, C#, ASP.Net,

Python

# Web Servers: Apache Web Server, Shared Web Host, Virtual Private Server, Dedicated Server, Cloud Computing

# Computer Software: Microsoft Office (Word, Excel, PowerPoint, Access), MS Project, Adobe Creative Suite

**Education and Certificate**

**Bachelor of Information Technology** **Mar 2019-Nov 2022**

**Melbourne Institute of Technology, Melbourne**

***Key learning areas included:*** *Cyber Security Principles, Industry Based project, Software Engineering, Internetworking Technologies, Advanced Network Design, Database Management Systems, Network Security*

**Certificate of Digital Marketing on 29/09/2020 (Certificate ID - LC3 VP3 EMX)**

**Academic Project**

**Project Title:** Buyer-seller mobile interface **Mar 2021-Oct 2021**

**Objective**: B2B buyer-seller mobile interface with embedded payment system using Service Oriented Architecture

**Software Tools:** Python, PHP, MySQL, WordPress

**Results:** After the project was completed, clients could promote their products online, keep track of their inventory, sales, and emails, collect payments, get comments, and connect multiple plugins.

**Grade:** Distinction (D) with Second Best Project Award

**Employment History**

**Coles, Customer Service Representative, Night fill Incharge** **Oct 2019-Present**

**Coburg North, Melbourne**

* Greeting customers and maintaining positive relationship while quickly determining their needs.
* Personally recommending customers alternatives based on their needs and preferences.
* Maintaining knowledge of current sales and promotions, policies regarding payment and exchanges and security practices.

**Personal Attributes**

* **Reporting and written communication skills** - Generated weekly reports on group activity, usually include the meeting agenda, minutes, conclusions, and duties completed by each member for the university project.
* **Initiative and the capacity to solve problems** - Capacity to make logical judgments and take on responsibility for offering consumers answers when working for the retail company
* **Strong learning ability** - Analytical and critical thinking abilities to show a strong ability for picking up new skills quickly and addressing technological challenges in an effective and rapid way.

**References**

***Ana Siraj***, Grocery Manager, 0416219524 ***Jared Nathaniel***, Industry Liaison, jnathaniel@mit.edu.au