

ARCHANA KHADKA

📍 Maitidevi, Kathmandu, Nepal

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OBJECTIVE

I'm looking to enter the work force and expand upon my limited experiences.

PERSONAL STATEMENT

I am a well organised and detail-oriented individual able to prioritize effectively to manage conflicting demands in a fast-paced work environment. I have strong analytical, research, and time management skills and a very high degree of commitment to my work.

QUALIFICATIONS

Kantipur City College

Maitidevi, Nepal
2021 - Present

- Bachelor's in Information Technology
BIT 5th Semester.

The New Summit College

Maitidevi, Kathmandu
2020

- Highschool

TECHNICAL SKILLS

- C/C++ Programming
- Microsoft Suite 365

COMMUNITY & VOLUNTEER EXPERIENCE

The New Summit Club

Maitidevi, Nepal
Apr 2018 - Feb 2019

- I was the vice-president of the club for more than a year. Responsibilities included managing and organizing programs inside the high school.

ACHIEVEMENTS

1st in Drawing Competition at the 16th Nepal Education and Book Fair
2012

INTERESTS

- Volunteer work
- Community service
- Art

REFEREES

Referees available on request.