

# **Bijendra Pasi**

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## **Professional Summary**

Proactive and detail-oriented IT professional with strong administrative experience, currently pursuing a Master's in Computing in the UK. Skilled in coordinating training sessions, managing systems, and supporting digital platforms. Certified in JavaScript, Python, CompTIA, and Microsoft technologies. A fast learner and dependable team player with a strong customer service mindset, seeking to contribute to a dynamic training and events team.

## **Key Skills**

Training & Event Coordination, Administrative Support, CRM & Data Management, Zoom & E-learning Platforms, HTML, CSS, JavaScript, Microsoft 365 & Windows 10, Communication & Delegation Handling, Technical Troubleshooting, Time & Priority Management

## **Certifications**

- JavaScript Essentials - 90% (2025)
- Python Introduction - 95% (2025)
- HTML5 & CSS3 Web Design - 87% (2025)
- Cisco CCNA - 94%
- CompTIA Security+, Network+, A+ - 100%
- Microsoft MD-100 & MD-101 - 99-100%

## **Work Experience**

### **IT Hardware Manager & Assistant | HUB IT Group, Nepal**

Jun 2021 - Present

- Managed IT hardware operations and customer relationships
- Supervised staff and oversaw digital infrastructure
- Handled internal policies, project coordination, and troubleshooting

## **IT Assistant | Thulo Technology, Nepal**

Jun 2018 - Jan 2021

- Maintained and repaired systems and networks
- Logged PC performance data and documented support cases
- Delivered prompt IT assistance and technical support

## **Education**

- MSc Computing (In Progress) - University for the Creative Arts, UK (2023 - Feb 2024)
- BSc Computing - London Metropolitan University, UK (2019 - 2021)
- Diploma in IT & Communication - Informatics Academy, Singapore (2017 - 2018)

## **Languages & Volunteer Work**

Languages: Nepali (Native), English (Fluent), Hindi (Fluent)

Volunteer Work:

- Earthquake Rehabilitation Program - Ministry of Youth & Child Welfare, Nepal
- Blood Donation Campaign - Red Cross Society