

BISESH LAMICHHANE

Contact Information:

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Portfolio View: www.biseshl.com.np

Education:

- Year 12 in science (Pass out: 2021)
Aksharica Secondary School, [Kathmandu, Nepal]
- Bachelors in information technology (Expected Graduation: [Mar,2026])
Victoria University, [Footscray Park, VIC]

(More Extra Certification placed in my [linkedin profile](#))

Skills:

- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong typing skills with a typing speed of 52 words per minute.
- Familiarity with database management systems.
- Ability to manage and organize data effectively.
- Attention to detail and accuracy in data entry.
- Excellent communication and teamwork skills.
- Website Designing/Management on platforms like WIX, Shopify, Wordpress and many more Ecommerce, Blog and personal pages.
- Graphics designing such as Flyer, Logo and content designing.

Projects:

- Created a spreadsheet to organize and analyse sales data for a local charity organization, resulting in increased donations and better decision-making.
- Assisted in the data entry and organization of financial records for a small accounting firm, enabling them to easily access and manage financial data for their clients.
- Worked with [CardioRef](#) & [Ausfit Equipments](#) to design their content and build websites with functioning plugins.
- Worked for Social media businesses to create their Contents/ Logos.

Experience:

Marketing Manager/ Website Designer & Online SEO

HDR 888 Services/ WFWM

reservoir, VIC

August 2023 – Current

- Create/ Maintain Website with SEO optimization
- Graphics Designing including logo design and flyer design
- Email hosting and email maintenance, Signature buildup.
- Collaborated with team members to ensure all tasks are performed on time as planned.

Cleaner

Menzies Group

January 2023 – August 2023

- Maintained cleanliness and hygiene standards in assigned areas, such as offices, and common spaces.
- Utilized appropriate cleaning equipment and chemicals to ensure efficient and effective cleaning.
- Adhered to company policies and procedures for safety and security.
- Collaborated with team members to ensure all cleaning tasks were completed within the designated time frame.

Data Management

SDR Trade International

Mahaboudha-24, Kathmandu, Nepal.

July 2022 – October 2022

- Entered and organized data related to daily sales and expenses, inventory, and customer orders.
- Reviewed data for completeness and accuracy and made necessary corrections.
- Collaborated with team members to ensure efficient and accurate data entry and management.
- Generated reports and analysed data to support business decision-making.
- Ensured the security and confidentiality of all data entered the system.

References:

- Available upon request.