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| **Name:** Bishal Pandey  **contact no:** +977-9824344420  **Emai Address:** [bishalpandey@gmail.com](mailto:bishalpandey@gmail.com)  **Current location:** Sundarharicha-9 Mornag, Nepal  **Professional Summary:**  **Dedicated and Experience to use MS OFICE, MS Excel, POWER POINT, NOTE PAD and can create attractive notice paper, Bill of any company and having good typing speed. I can do data entry and can do calculation of any goods and services also can keep record them in systematically in the in Computer. I have knowledge of Photo editing, video editing, printing the data and document in systematically and scientific way. I also have basic idea to work in HTML, C programming language and C++ programming language. I have also good use Al tools and can do research of new idea from internet. Possess strong organizational and communication skills to work with colleagues and team. I also have knowledge about the Hardware of the computer.**  **Work Experience:**  **I have performed the different project work ms-office, ms-excel and power point and html at my school and college time. I have two years of experience on it.**  **- l make the bill and make ms office files in perfect way.**  **- l have good knowledge of recording data in any files, or software.**  **- I can do printing the document and do photo editing and video editing in perfect way.**  **- I am able to do developed and use new type template according to require in ms office, excel and power points.**  **- I can perform document writing in any topics as required.**  **- l can do data entry and perform calculation of any goods and services and keep record it in perfect way.**  **EDUCATION:**  **I HAVE COMPLITED MY +2 FROM SUKUNA SECONDARY SCHOOL FROM COMPUTER SCIENCE AND CURENTLY STUDING AT @SUKUNA MULTIPAL CAMPUSES IN Bachelor LEVEL AT THIRD SEMISTER IN BICTE (Bachelor in Information and Communication Technology Education) from Tribhuvan University.** |