DEEPESH BHANDARI

I am a versatile and detail-oriented professional with diverse experience in data entry, video production, administration, and freelance photography, as well as a strong educational background in information management, seeking to leverage my skills and expertise to contribute to the success of an organization.

# SKILLS

Photo editing and video editing software Graphics designing

Photography Fast Learner

Collaborative and team-oriented

# EDUCATION

Bachelors in Information Management

*Morgan International College (2019-present)*

Course in Photography

*Bimba Films (2019)*

# EXPERIENCE

FREELANCE PHOTOGRAPHER (2017-PRESENT)

Worked with clients to identify their photographic needs and preferences.

Captured high-quality photographs for a variety of events and subjects, including landscapes, portraits, and products. Edited photographs using Adobe Lightroom and Photoshop.

# ADMIN MANAGER / TEST ADMIN

*Atlas Star IT Center 2022-2023*

Managing administrative staff, coordinating administrative procedures, developing and implementing policies and procedures, ensuring compliance with regulations, managing budgets and expenses, and maintaining records and databases.

Conducting PTE tests under Pearson

# VIDEO EDITOR& VIDEOGRAPHER

*OX Strength System The Samaya Show*

Shot videos related to gym, shows, podcasts, travel videos, and edited them

Collaborated with clients to develop and implement creative concepts for video projects

# CRM

*G-force System and Technologies 2017-2020*

Organizing and automating customer's data of NCELL. Worked closely with team members to ensure timely and accurate data entry

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