



## IT Officer

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# Dhananjay Chaudhary

## Profile

Experienced IT Officer with a strong background in computer networking and skills in computer skills, communication, Microsoft Excel, and Adobe Photoshop. I have worked at Mahakavi Devkota Campus from March 2020 to June 2024. As an IT Officer, I have successfully managed and maintained computer networks, troubleshooted technical issues, and provided support to users. I am adept at utilizing my strong communication skills to effectively communicate complex technical concepts to non-technical users. Additionally, my proficiency in Microsoft Excel and Adobe Photoshop has allowed me to efficiently handle data analysis and graphic design tasks. I am seeking a position as an IT Officer where I can continue to leverage my technical expertise and contribute to the success of an organization.

# Employment History

## IT Officer at Mahakavi Devkota Campus

06/2024

Worked as an IT Officer at Mahakavi Devkota Campus, where I was responsible for managing and maintaining the computer systems and networks. Utilized my skills in computer networking, computer skills, and Microsoft Excel to provide technical support and troubleshoot any issues that arose. Collaborated with faculty and staff to ensure the smooth operation of technology in the campus.

- Managed and maintained computer systems and networks.
- Provided technical support and troubleshooting for computer issues.
- Utilized computer networking skills to ensure the smooth operation of the campus network.
- Collaborated with faculty and staff to address technology needs and concerns.
- Implemented effective IT solutions to improve efficiency and productivity.

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## Skills

computer networking .....	5/5
communication .....	5/5
Microsoft Excel .....	5/5
Adobe Photoshop .....	5/5
technical support .....	5/5

## Languages

English .....	Native speaker
Hindi .....	Highly proficient
nepali .....	Native speaker

# Education

**S.E.E, Mahakavi Devkota Secondary School,  
Sunwal**

02/2020–02/2021

**12, Sakura Memorial Secondary School, Sakura  
path**

03/2021–12/2022