

Divya Adhikari

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Profile

I am an aspiring BIT graduate with a strong desire to embark on a MEAL Traineeship, I am eager to apply my academic knowledge in practical settings, aiming to contribute to effective program assessment and learning initiatives. Possessing robust analytical skills, a detail-oriented mindset, and a commitment to continuous professional development, I am enthusiastic about embracing new challenges, collaborating with teams, and cultivating a foundation for a successful career in MEAL.

Education

Secondary Education(SLC)	Jun 2016
Navodaya Shishu Sadan, Hetauda	
GPA 3.6	
High School degree in Science	2016-2018
Hetaua School of Management and Social Sciences, Hetauda	
CGPA 3.11	
BIT with Technopreneurship	
CG Institute of Management, Kathmandu	2021-2024(expected)
CGPA 3.61 (5 semesters)	

Employment

Operations Incharge	Aug 2023- Nov 2023
Lalnepal Pvt Ltd, Kathmandu	
<ul style="list-style-type: none">Planned and supervised logistics from vendor to warehouse to customer.Assisted in software requirement analysis.Applied measures to optimize the cost and delivery time.Coordinated among Sales, Customer service, and delivery riders.Handled and addressed team (rider's) grievance cases.Managed and updated regular sales transactions.	
Education Consultant Associate	Jun 2023-Jul 2023
Eduquest Nepal Pvt Ltd, Kathmandu	
<ul style="list-style-type: none">Provided telephone counseling to prospect leads.Dealt with student inquiries.Regular follow-up with prospect leads.Assisted in the admission application process and documentation.	
Quality Certification Intern	Mar 2022- May 2022
Nepal Speakers Bureau, Kathmandu, Nepal	
<ul style="list-style-type: none">Assisted Higher Education Institutions to assess the quality composition of the overall institution as per UGC criteria.Documentation of assessment results.Drafted suggestions to bridge the gap for Quality Assurance certifications.Prepared the proposals for UGC certifications.	

Personal Details

Date of birth	May 20, 2001
Place of birth	Makawanpur, Nepal
Gender	Female
Nationality	Nepalese
Instagram	@deevya_adhykary

Skills

Business Communication
Administration
Digital Illustration
Strategic Planning
Computer Skills
Team Coordination

Languages

English
Nepali
Hindi

Hobbies

- Literature
- Digital Art
- Writing
- Story-telling

Achievements

2022:

Runner Up in National Poetry Contest 2022 organized by Login Books.

2020:

Certificate of Appreciation in Poetry Contest held by English Poets

2019:

Public Choice Award for Model Design for group project by DELTA, ERC

2014:

Runner Up in intra-school 200 m running race held by Navodaya Shishu Sadan

2013:

2nd position in district level inter-school drawing competition held by Pabson

Trainings

2023:

-Participated in **Business Development Workshop** conducted by CGIM: the session ended with business model demonstration program.

Duration: 10 hours(5 days)

-Completed the virtual course of Introduction to Critical Infrastructure Protection provided by OPSWAT academy

2022

MS Office package from Broadways Infosys

Practical training in MS Office tools like MS Excel, Powerpoint, Word and, leveraging these effectively.

Duration: 40 hours(20 days)

2019

Participated in **Idea Pitching and Women Leadership season-2** organized by Free Students' Union, IOE Purwanchal Campus.

Duration: 3 hours

2018

Participated in **Self-defense training** organized by ERC Girls Society Dharan

Duration: 3 hours

Volunteer experience

International Seminar on Cybersecurity, 2023

Assisted in the seamless management and operation of the seminar organized by Center for Cyber Security Research and Innovation, Nepal.

UTC Education fair, 2021:

Volunteered in the representation of CGIM assisting visitors with information regarding college environment, course structure and prospects

ERC Girls Society, Dharan, 2018:

Actively volunteered as an executive member. Facilitated women and youth empowerment, networking, and leadership programs.

Publications

Love is Chaos and Serenity

A web novel published in the website named Tapread.com, 2021

Courses

Python for Data Science

Dec 2022

CGIM

Foundational knowledge in data science, and use of Python libraries for generating insights from filtered and unfiltered datasets.

Creative Studies

Aug 2021

Non-credit course offered by LUCT university program in college.

Focused on the development of creative abilities, fostering creative tools and techniques to optimize expressiveness.

3D Animations

Present

Incessant Rain Academy

Practical Diploma in 3d animations.

Technical Skills

Adobe Illustrator | Adobe Photoshop | Canva | Ibis Paint | Figma |
Java | Javascript | SEO writing | MySQL | InDesign | HTML | CapCut
Video-Editing | Word | Spreadsheet | Powerpoint

References

References will be available upon request.