

JAYA SAPKOTA

STUDENT

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Namaste! I am a Bachelor of Business Information Systems (BBIS) student at Kathmandu University School of Management with a strong passion for human resource management and team coordination. I have hands-on experience leading teams, organizing events, and managing cross-functional collaboration. I aim to apply my communication, leadership, and organizational skills to support effective HR functions and contribute to positive workplace culture.

EDUCATION

Bachelor in Business Information System Kathmandu University School of Management	2021 - 2025
High School Khwopa Secondary School	Completed - 2021
SEE Pragati Prabhat Academy	Completed - 2018

TECHNICAL SKILLS

- Web Development
- Database Management
- Tools : Trello, MS Office, Slack

SOFT SKILLS

- Team Leadership & Coordination
- Time Management & Organization
- Cross-Department Collaboration
- Event Planning and Coordination
- Communication & Conflict Resolution
- Critical Thinking & Problem Solving

WORK EXPERIENCE

SBIS CLUB

Design Team Manager & Executive Member	June 2024 - June 2025
<ul style="list-style-type: none">• Led and motivated a team of 10+ designers to create digital content supporting events and campaigns.• Coordinated schedules, assigned responsibilities, and ensured timely delivery of tasks.• Fostered communication between the design team and other departments to align with event goals.• Supported overall club operations including event planning, logistics, and internal communication.• Participated actively in executive meetings contributing ideas on team and club management.• Oversaw talent management by identifying strengths within the team, assigning roles based on skill sets, and mentoring members to enhance their performance.	

PROJECTS

- Delivered the Social Experience Project: conducted financial literacy and cybersecurity workshops at schools, collaborated with local consultancies for sponsorships (e.g., pens and papers), and managed content and team coordination
- Developed a full-stack web app for course and faculty reviews; managed tasks and timelines.
- Created an e-commerce website for a local business; planned phases and coordinated team efforts.
- Built an AI-powered image colorization web app; organized milestones and testing.
- Developed a digital journaling app with therapist consultation and appointment booking; managed feature rollout.
- Designed a restaurant listing platform with menus and user ratings; led UI/UX improvements.
- Modeled an airport operations system using structured analysis; led documentation.