



# Kshitiz Khanal

**Date of birth:** 05/05/1998 | **Nationality:** Nepalese | **Gender:** Male | **Phone number:**

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**Address:** Juhana herttuan tie 3 A 36, 00600, Helsinki, Finland (Home)

## ● ABOUT ME

Hello, I'm Kshitiz Khanal, a software development student. I'm a motivated recent graduate with a strong interest in technology, business, and economics. My background includes expertise in finance, HR, and economics, along with a business administration vocational degree. I'm known for my dedication, meticulousness, and proactive problem-solving. I'm eager to apply my academic knowledge to real-world challenges in the workplace due to my natural curiosity and commitment to learning.

## ● WORK EXPERIENCE

17/07/2018 – 14/06/2020 Biratnagar, Nepal

### **ECONOMICS LECTURER LORD BUDDHA S.S.**

I have worked as junior economics instructor or teacher for grade 11 and grade 12. I have been assigned to delivery the knowledge and describe the syllabus as prescribed by National Examination Board(NEB). My prominent task was to make student understand about the basics of the macro economics and micro economics.

Following are the topics that were included

Micro Economics

- Understanding Supply and Demand
- Analyzing Consumer Behavior
- Exploring Market Structures

Macro Economics

- Measuring Economic Performance
- Understanding Aggregate Demand and Supply
- Exploring Economics Growth and Development

05/07/2017 – 17/07/2020 Ithari, Nepal

### **ADMINISTRATION OFFICER SURAJ TRADE CENTER & SUPPLIERS**

- Providing administrative support to staff members
- Assisting with human resources functions, such as recruitment and onboarding.
- Assisting with budget preparation and expense monitoring.
- Handling internal and external communications.
- Researching for the new opportunities for the company.
- Assist with basic financial tasks such as processing invoices, expense tracking, and reimbursements.
- Analysing the trend in market and finding out new opportunities.

12/09/2020 – 09/2023 Porvoo, Finland

### **RESIDENTIAL AND INDUSTRIAL CLEANING ASSOCIATE SISKON SIIVOUS**

Knowledge of efficient cleaning skills  
Maintaining hygiene standards  
Attention to detail cleaning

- prepare high-quality sandwiches, salads, and other menu items following Subway's standardized recipes and guidelines.
- maintain a clean, organized kitchen environment, adhering to strict food safety and sanitation procedures.
- stock and rotate inventory, ensuring fresh ingredients are readily available for our customers.
- collaborate with my team to ensure smooth coordination and prompt delivery of customer orders while providing exceptional customer service and operating kitchen equipment safely and efficiently.

● **EDUCATION AND TRAINING**

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2016 – 2019 Biratnagar, Nepal  
**BACHELOR'S IN BUSINESS STUDIES** Alliance for Innovative Management & Social Studies College (AIMS) Biratnagar

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**Address** Bhanu Tole, College Road, Biratnagar, Nepal

Helsinki, Finland  
**VOCATIONAL EDUCATION IN BUSINESS ADMINISTRATION** Careeria ,

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**Address** Herttonimi, Helsinki, Finland

07/2023 – CURRENT Helsinki, Finland  
**FULL STACK WEB DEVELOPER PROGRAM** Business College Helsinki

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● **LANGUAGE SKILLS**

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Mother tongue(s): **NEPALI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	C1	C1	C1	C1	B2
<b>FINISH</b>	A1	A1	A1	A1	
<b>HINDI</b>	C1	B2	B2	B2	B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

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**Microsoft and Internet Skills**

Microsoft Excel | Microsoft Office | Microsoft Powerpoint | Microsoft Word | Google Docs | Microsoft Teams | Internet user | Power Point | Gmail

**Social Media Skills**

Facebook | Instagram | LinkedIn | Social Media | Twitter | WhatsApp | Skype

**Management and Administrative Skills**

Research and analytical skills | Organizational and planning skills | Motivated | leadership | Written and Verbal skills | positive thinking | Good listener and communicator | Teamwork | Flexibility | Analytical skills | Presenting | Problem-solving | Team-work oriented | Excellent writing and verbal communication skills

## Coding and Programming Skills

SQL and Databases | Frontend - (React Js, React Native)

## ● ADDITIONAL INFORMATION

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### CONFERENCES AND SEMINARS

THAILAND

**ASIA WORLD MODEL UNITED NATION**

2018 – Biratnagar , NEPAL

**3 Days Public policy workshop**

2018 – Biratnagar , NEPAL

**Workshop on opening Market and Promoting Entrepreneurship in digital World**

### VOLUNTEERING

15/01/2016 – 07/01/2020 Inurwa , sunsari Nepla

**WASH Facilitator**

Advocate the WASH related issues in the VDC.

Support the health workers, FCVHs and health mother's group members to conduct WASH, related sessions and counselling to house holds.

Organising the counselling sessions.

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