

# Divya Adhikari

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## Profile

Dedicated to forging a career path in the compliance and governance sector of Information Technology. Eager to apply my academic background in Information Technology to contribute to security governance and compliance initiatives while fostering a passion for continuous learning and professional growth in the field.

## Education

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

## Employment

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

## 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

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## 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

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## 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

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## 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 expressivene.

### **Introduction to Critical Infrastructure Protection**

Jul 2023

Training course offered online by OPSWAT Academy focused on protection approach and measures for critical infrastructure.

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## Technical Skills

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

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## References

References will be available upon request.