

# PRIYA PRADHAN

#### **PERSONAL SUMMARY**

I am an enthusiastic and organized woman with a can-do mindset who is always passionate about learning new things. I am known for my dedication to work, team-working skills, and caring and helpful nature.

I embrace cultural diversity and would love to work for a company that values diversity and inclusion.

#### **TECHNICAL SKILLS**

- HTML
- CSS
- Microsoft suite
- Goggle suite
- · Zoom, Team, Slack

#### **LANGUAGES**

- Nepali- Native
- English- Advanced
- Hindi- Advanced
- Urdu-Limited
- Swedish- Basic

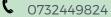
### **HOBBIES**

Photography, dancing, hiking and watching movies

### **CONTACT DETAILS**



Helsingborg, Sweden, 25245 pp9319660@gmail,com



in linkedin.com/in/priya-pradhan-16b642188/

https://github.com/Priya-Pdh

#### **REFERENCES**

I am happy to provide references upon request



#### FooCoding, Malmö, Sweden

Full Stack Web Development Course | April 2022- Oct 2022

• Learning Goal: HTML, CSS, Javascript, Node.js, Database & React

### Folkuniversitetet, Helsingborg, Sweden

SFI Kurs D| May 2022 - Present (Completed Kurs C Nov-April)

#### **Lund University, Lund, Sweden**

Masters in Service Management (Sustainability) |2019 - 2021

- Learned in-depth about managing service organizations including Customer Service, Service Quality, Value Co-creation, Digitalization, Social Sustainability, Sustainable Consumption & Organization and Assessment of Environmental Impact.
- Masters Thesis: Valuation studies in practise: Consumers acquisition of secondhand clothes on online channels at Myrorna (Sweden)

## Kathmandu University, Lalitpur, Nepal

Bachelors in Business Administration | 2014 - 2018

- Learned in-depth about various managerial & business aspect including, HRM, Organizational Behavior, Service Management, Project Management, Logic, Finance and Accounting
- Best thesis award 2018 | 3.28 CGPA
- Bachelors Thesis: Motivational factors to select specialization course: Evidence from BBA third year students of Little Angles College of Management

### **New Horizon College, Butwal, Nepal**

High School in Management | 2011 - 2013

• Subjects learned; English, Finance, Accounting, Economics and Nepali | Grades: 72.5%



### **WORK EXPERIENCES**

# **Caregiver (Part-time)**

Götenborgskooperativet för Independent Living | Jan 2022-Present

#### **Admin and Account Assistant**

Mountain Infra Company Pvt. Ltd, Kathmandu, Nepal | Jan 2019-July 2019 (Hydropower Construction Company)

- Communicate with different stakeholders such as banks, vendors and site workers to run the company's operations smoothly
- Receptionist and responsible for scheduling interviews for candidates
- Maintaining cash flow in excel, handling cash and payment to vendors
- · Updating sales, purchase and expenses data in Tally software

#### **Human Resource Intern**

Panchakanya Group, Lalitpur, Nepal | Feb 2018 - March 2018 (Steel Manufacturing Company)

- Contacting and scheduling interviews for candidates
- Candidates database management for future recruitment
- Preparing job descriptions
- Database management of new staff in the company software



# **VOLUNTEER & EXTRA ACTIVITIES**

- Mentee at Mitt Liv Chans AB (svb), Aug- Dec, 2021
- International Mentor at Lund University 2020
- Volunteer in Lund Innovation Challenge event 2019
- Class representative and student council member 2016-2017