

Ruzan Shrestha

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QUALIFICATIONS PROFILE

I am a very adaptable and energetic worker pursuing a bachelor's degree in information technology. I work effectively both independently and in a team setting. I have a track record of producing results that are of a high calibre and good people skills. I'm looking for a job where I can put my abilities to use and learn new things so I can help the company out.

EDUCATION PROFILE

Bachelors in information technology (*Studying*)

ATMC-Federation University, Sydney

GCE A Levels (*2019-2021*)

Cambridge University, United Kingdom

Bal Vikas Secondary School

Secondary Education Examination, Grade 10, Nepal

PROFESSIONAL EXPERIENCE

DHL Express, Nepal

February 2023-February 2023

Human Resource and Operations department

Areas of Expertise and Achievements:

- Responsible for providing a positive and friendly attitude with excellent interpersonal skills
- administrative abilities in bookkeeping, filing.

Areas of Expertise and Achievements:

- Build a good teacher-student connection while encouraging and nurturing a sense of community within the class.
 - communicate diverse with different age group with their needs/wants clearly.
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KEY COMPETENCIES & SKILLS

- Exceptional organisational and time management skills
 - Ability to communicate effectively with people of different ages and backgrounds
 - Team orientated and results-driven
 - Excellent ability to work in a team environment
 - Computer Literate
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REFERENCES AVAILABLE UPON REQUEST