



# Shrijana Khatiwada

CURRICULUM VITAE

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## PERSONAL SKILLS

- Physical Organization**  
Creativity, Motivated, Productivity, Resourcefulness
- Planning**  
Analyzing Issues, Decision Making, Iterative Improvement
- Team Work**  
Collaboration, Delegation, Goal Setting, Communication, Leadership
- Resilience**  
Constructive Reflection, Stress Management, Positive Mindset

## TRAININGS

- Advanced Office Package Training**
  - Kantipur Technical Institute
  - 2018

## MY HOBBIES



## SUMMARY

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving opportunity.

## WORK EXPERIENCE

- Subisu Cablenet Ltd.** - Technical Support Representative  
Jan 2025 - ongoing... / Baluwatar, Kathmandu
  - Assisting with Network Setup and Management
  - Conducting Remote Diagnostics, Support, Configurations
- Joogle Technology** - Senior Customer Service Officer  
Oct 2022 - Sept 2024 / Soalteemode, Kathmandu
  - Delivered creative solutions in graphic designs
  - Managed team coordination to enhance productivity
- Sunrise Corporation LLC** - Social Media Handler (*remote*)  
Jan 2022 - July 2022 / Japan
  - Managed social media strategies to drive brand growth and engagement.
  - Produced content and optimized campaigns to meet marketing goals.

## ACADEMIC QUALIFICATION

- Bachelors in Information and Communication Technology**  
Janamaitri Multiple Campus / Kathmandu, Nepal
- Higher Secondary Education (Science)**  
Radhika Higher Secondary School / Urlabari-6, Morang
- Secondary Education Examination**  
Shubhakamana English School / Urlabari-3, Morang

## KEY COMPETENCIES

Social Media Management	75%
Wordpress	55%
Adobe Photoshop	80%
Microsoft Office Suite	60%
Canva	70%
Figma	60%
Adobe Illustrator	50%

## LANGUAGES

- Nepali
- English
- Hindi