



# Sneha Shrestha

snehashrestha357@gmail.com

+977 9840033592

Maru, Illachhe, Kathmandu Nepal

## Website, LinkedIn, Github

www.snehashrestha2003.com.np

<https://www.linkedin.com/in/sneha-shrestha-51a704253/>

<https://github.com/Snehashrestha123>

## Skills

Languages: JavaScript, HTML, CSS

Frameworks & Libraries: React.js, Node.js, Express.js

Database: MongoDB, MySQL

Tools & Platforms: Git, GitHub, VS Code, Thunder Client

Other: Tally, MS Word, Excel, SPSS

## Summary

Bachelor of Information Management student seeking internship opportunities to apply web development skills, gain hands-on industry experience, and contribute to real-world projects while continuously enhancing technical expertise in software development.

## EXPERIENCES

Nov 2025 - Present

Canadian Admissions Officer

Maple International Education Pvt. Ltd., Putalisadak, Kathmandu

- Manage end-to-end Canadian admissions process, from application submission to approval.
- Draft and refine Letters of Intent, CVs, and supporting documents to strengthen student profiles.
- Coordinate with universities on applications, deferrals, refunds, and official correspondence.
- Maintain student records and generated reports using Excel, Word, and MS Office tools.

July 2024 - Present

Transcriber

Reduct Nepal Pvt. Ltd., Kathmandu

- Transcribe complex legal audio files for U.S. clients with high accuracy and confidentiality.
- Deliver error-free transcripts under strict deadlines, supporting legal teams and case documentation.
- Collaborate with cross-border teams to ensure consistency in terminology and formatting.
- Utilize transcription tools to enhance efficiency and maintain quality assurance

## Education

2022 - Present

**Bachelor of Information Management**

Shanker Dev Campus , Putalisadak, Kathmandu

2020 - 2022

**Higher Secondary Education**

United Academy , Kumaripati, Lalitpur

2006 - 2019

**Secondary Education Examination**

Holy Vision Higher Secondary School , Tahachal, Kathmandu

## Research Paper

- Research Topic- Remote Work and Productivity: Analyzing the Mediating Effect of Work-Life Balance
- Published By- International Journal of Educational Management and Technology