



Sneha Shrestha

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Website, Linkedin, Github

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<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 <ul style="list-style-type: none">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.
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July 2024 - Present	Transcriber Reduct Nepal Pvt. Ltd., Kathmandu <ul style="list-style-type: none">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
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Education

2022 - Present	Bachelor of Information Management Shanker Dev Campus , Putalisadak, Kathamnadu
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