

Subham Sapkota

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EXPERIENCE

Administrative Officer & IT Support

Harion, Sarlahi

Bholebaba Investment and Money Transfer Pvt. Ltd

Apr, 2025 - Oct, 2025

- First point of contact for resolving technical issues, minimizing downtime.
- Setting up operating systems, software, and network equipment.
- Oversaw day-to-day operation to ensure smooth and efficient administrative functions across departments.
- Accuracy in data entry to ensure correctness and smooth storage of users' data.

Teacher

Harion, Sarlahi

Orchid English Secondary School

Jun, 2025 - Oct, 2025

- Taught Computer and English to lower secondary students (Grades 6–8), ensuring lessons were clear, engaging, and age-appropriate.
- Prepared lesson plans, assignments, and class activities aligned with the school curriculum.
- Guided students in building basic computer skills, including MS Office, typing, internet safety, and introductory programming concepts.
- Assessed student performance, prepared reports, and provided constructive feedback to support growth.
- Maintained a positive, disciplined, and student-friendly classroom environment.

System Admin & IT Support

Kathmandu, Kamaladi

Agro Thai Foods Pvt. Ltd

Dec, 2024 - Mar, 2025

- Provided technical support and training to end-users on application usage, increasing user adoption, and reducing support tickets.
- Supported hardware and software troubleshooting for desktops and laptops, including system assembly, setup, and diagnostics.
- Collaborated with internal teams to resolve technical issues efficiently, improving overall IT service responsiveness.
- Managed user data to provide integrity and confidentiality.
- Accuracy in data entry to ensure correctness and smooth storage of users data.

Digital Marketing Intern

Kathmandu, Bhaisepati

Arju Rice Mill Pvt. Ltd

Mar, 2024 - Jul, 2024

- Learned about different digital marketing tools like SEMrush, Mailchimp, and Google Analytics. Also had an opportunity to learn about On-page and Off-page SEO.

EDUCATION

Bachelor's in Information Management

Kathmandu

Nepal Commerce Campus

Oct, 2019 - Sep, 2024

3.51 CGPA

PROJECTS

E-Commerce Website for Harisiddhi Opticals

Made an E-commerce website for harisiddhi opticals using HTML, CSS, JS, PHP for my summer project.

Login Management System

Made a functional login management system using React for frontend, Node for backend, and MongoDB for database as a requirement for the MERN Stack training course.

Travel Website

TRAINING/CERTIFICATIONS

MERN Stack

2024

Deerwalk Training Center

- Gained hands-on experience in building responsive and dynamic web applications, including front-end interfaces and RESTful APIs.
- Completed comprehensive training in full-stack web development using MongoDB, Express.js, React.js, and Node.js (MERN Stack).
- API testing and Manual testing.

Youth-Max

2016

Orchid English Secondary School

- Participated in a leadership and personal development program focused on building character, confidence, and resilience in youth.
- Engaged in interactive sessions designed to inspire personal growth and leadership through real-life application and reflection.

SKILLS

Technical Support, Troubleshooting, MERN - Node js: Express js, mongoDB and React, Search Engine Optimization (SEO), data entry, Content Writing, System Testing, Administrative Support, Problem solving

REFERENCES

Abhishek Paudel - Manager

Bholebaba Investment and Money
Transfer Pvt. Ltd.

abhishekpaudel.bholebaba@gmail.com

Anubhav - Administrative Officer

Orchid English Secondary School
9848861950