



Shrijana Khatiwada

CURRICULUM VITAE

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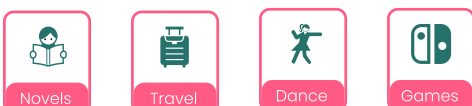
PERSONAL SKILLS

- 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
 - Conducting Remote Diagnostics, Support, Configurations
- Joogle Technology** - Senior Customer Service Officer
Oct 2022 - Sept 2024 / Putalisadak, Kathmandu
 - Delivered creative solutions in graphic designs
 - Managed team coordination to enhance productivity
- CSC & CO. Chartered Accountants** - Internship
Aug 2020 - July 2022 / Samakhushi, Kathmandu
 - Provided administrative support, assisting with data entry
 - Gained foundational experience in communication and client management.

ACADEMIC QUALIFICATION

- Bachelors in Information and Communication Technology**
Janamaitri Multiple Campus / Kathmandu, Nepal
- Higher Secondary Education (Management)** - 3.65 GPA
Radhika Higher Secondary School / Urlabari-6, Morang
- Secondary Education Examination** - 3.80 GPA
Shubhakamana English School / Urlabari-3, Morang

KEY COMPETENCIES

Professional communication etiquette	75%
Video Editing	55%
Figma / Canva	80%
Microsoft Office Suite	60%
Wordpress	75%
Adobe Photoshop	85%
Adobe Illustrator	80%

LANGUAGES

- Nepali
- English
- Hindi