

RESUME

SURAJ NEUPANE

CONTACT INFO

📍 109 Elizabeth Street, Ashfield,
2131, NSW
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✉ surajneupane02@gmail.com

SKILLS

- 🔧 Project Management
- 🔧 Feedback & Complaint Mechanism
- 🔧 Qualitative & Quantitative research
- 🔧 Teamwork and adaptability
- 🔧 Communication and Facilitation
- 🔧 Creativity and Innovation

COMPUTER SKILLS

- 🔧 Microsoft Office Package
- 🔧 Adobe Software (Photoshop, Idea Design, Illustrator and Premium Pro)
- 🔧 Wireshark, Power BI, XAMPP, Tableau
- 🔧 Content writing

PROFILE

As an international student currently residing in Australia, I am eager to gain valuable work experience in this dynamic and diverse country. My professional background has primarily been in my home country, and I am enthusiastic about broadening my skill set and knowledge by immersing myself in a new work environment. I am seeking a challenging career opportunity that will allow me to utilize my academic and professional skills to their fullest potential, while also providing me with opportunities for growth and development.

WORK EXPERIENCE

Monitoring and Evaluation Officer | SAPPROS Nepal | Nepal

August 2021- February 2022

Ensure quality information flow, track project data, support data analysis and presentation preparation, plan and execute the project learning document, and lead reporting efforts for semi- and annual-reports.

Assistant Monitoring and Evaluation Officer | World Education, Nepal

August 2020 - March 2021

Assist to developing systematic and realistic monitoring plans for quantitative and qualitative data for performance indicators, Support to program team for timely program implementation and maintain quality of deliverable/activities to hit the set indicators

Program Assistant | World Education Nepal

June 2019 – May 2020

Coordinate with Children as Zone of peace (CZOP) coalition in the central and provincial level CZOP partners, Assist and coordinate with UNICEF partners in Province 2 to ensure the School as a Zone of Peace (SZOP) Principals.

LANGUAGE

Nepali

English

REFERENCES

1. Ryan

Supervisor

La-kiss Facilities

Management

(+61) 0404045117

Personal Reference

2. Deepak Rimal

Sales Manager

Domayne Bedding Auburn

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EDUCATION

Australian Technical and Management College, Federation University, Australia

Master's in Technology (Enterprise Systems And Business Analytics)
| 2022 – running

National College, Kathmandu University, Nepal

Bachelor's in Development Finance | 2014 – 2018

Universal College, Kathmandu, Nepal 10+2

Management stream | 2012 – 2014

TRAININGS

- 3 Days Training on Participatory Monitoring & Evaluation in Nepal from International Standard Icon (ISI) Nepal

- 1 day Suicide Awareness Training from Institute of Crisis Management.

- 5 Days Leadership Development Skills in Risk, Emergency and Crisis Communication from Institute of Crisis Management in coordination with ministry of federal affairs and general administration, Tribhuvan University and UNDP Nepal.

- 1 month training on Graphic Designing at IDEA100 Studios

- 3 Days workshop on Leadership from SAATH Nepal