# **RESUME**

## **SURAJ NEUPANE**

#### **CONTACT INFO**

₱ 109 Elizabeth Street, Ashfield, 2131, NSW

+61 0452534408

#### **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

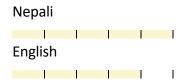
Assist to developing systematic and realistic monitoring plans for quantitative and qualitative data for performance indicators, Support to program team for timely program implementation and maintain quality of deliverable/activities to hit the set indicators

#### **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**



#### **REFERENCES**

1. Ryan

Supervisor

La-kiss Facilities

Management

(+61) 0404045117

#### **Personal Reference**

2. Deepak Rimal

Sales Manager

Domayne Bedding Auburn

(+61)0433314002

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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