

Suraj Neupane

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Qualification: Master's in Technology (Enterprise Systems and Business Analytics)

Career Objective:

To get permanent **employment** with a progressive organization/institution where I can apply my skills and expertise as well as develop new high-quality skills which supports me to become a valuable asset of the organization/institution.

Professional Skills:

- Proficient in front-end development technologies including HTML, CSS, and JavaScript.
- Skilled in data analysis and visualization tools such as SQL, Excel, Tableau, and Microsoft Power BI.
- Knowledgeable in full stack development, including working towards proficiency in React.js and Node.js for building comprehensive web applications.
- Strong problem-solving skills with the ability to troubleshoot and debug front-end issues.
- Excellent communication skills, both written and verbal, with experience presenting findings to stakeholders.
- Effective team collaborator with experience working alongside senior developers and participating in training sessions.
- Strong time management and attention to detail, ensuring tasks are completed efficiently and accurately.
- Experienced in project documentation and reporting, ensuring clear communication of findings and insights.
- Experience in monitoring and evaluation, including data collection, analysis, and reporting in previous roles.
- Proficient in using Python for data analysis and automation tasks.
- Knowledgeable in enterprise systems and business analytics, with a Master's degree in the field.
- Skilled in using Microsoft Project for IT project management and business process management (BPM)
- Experience supervising and supporting industry-based projects, ensuring successful project outcomes.

Personal Skills:

- Self-motivated, hardworking, and enthusiastic.
- Ability to work independently or as part of a team.
- Effective communication skills with customers, staff, and management.
- Always willing to learn new skills and adapt to new environments.
- Punctual, reliable, honest, and a quick learner.
- Strong work ethic with a positive attitude and a great sense of humor.
- Physically fit and possessing a charming personality

Employment History:

April 2024-Till now

Skillup Labs

Internship

- Assist in the development and maintenance of front-end web applications using HTML, CSS, and JavaScript.
- Working towards React.js and Node.js to build the application's front end and backend side.
- Collaborate with senior developers to troubleshoot and debug front-end issues, ensuring smooth functionality.
- Assist in preparing project documentation and reports, presenting findings and insights to stakeholders.
- Participate in training sessions and workshops focused on front-end development and business analysis, enhancing technical skills and understanding of industry best practices.

April 2021- December 2021

SAPPROS Nepal, SAMUNNATI - Prosperity through inclusive livelihood

Monitoring and Evaluation Officer

- Efficiently collected and analyzed secondary data from 2 working rural municipalities, improving data coverage by 30% for assessments and evaluations
- Provide essential field support, conducting weekly meetings, interviews, and focus groups monthly, enhancing stakeholder engagement and data accuracy.
- Support project teams to draw key learning, good practices and significant case stories from and share with senior management of organization
- Timely prepared periodic reports, synthesizing project data using data visualization techniques to present complex information.
- Support to Maintain project database including relevant documents and reports

August 2020 – March 2021

World Education, Nepal - Safe to Learn – Creating Safer Learning Environment in Nepal's Schools

Assistant Monitoring & Evaluation Officer

- Provide technical support to 2 partner NGOs to facilitate and monitor the program sites covering 16 districts of 4 province.
- Assist M&E officer to develop M&E tools based on the need of the project
- Analyze district/facility-level data on a monthly basis to identify trends and provide insights for program improvement
- Collect best practices for documenting and representing project progress through case studies and success stories
- Provide technical backstopping for implementing partners to strength M&E capacity.

June 2019 – May 2020

World Education Nepal – School as a zone of Peace

Program Assistant

- Coordinate with Children as Zone of peace (CZOP) coalition in the central and provincial level CZOP partners
- Analyze, gather information and disseminate the findings
- Assist and coordinate with UNICEF partners in Province 2 to ensure the SZOP Principle
- Monitoring in SZOP situation/update and emerging issues in Province 2 and reporting
- Design materials for electronic distribution

Education & Qualification:

2022-2024 **Australian Technical and Management College, Federation University**
Master's in Technology (Enterprise Systems and Business Analytics)

2014-2018 **National College, Kathmandu University, Nepal**
Bachelor's in Development Finance

References:**Mr. Anchal Kumar Shrestha**

Director/NLiC/Lecturer/Developer

Skillup Labs/Australian Catholic University

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Mr. Nabin Singh

Technology Head/Developer Programmer

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