



# SUJAN SHAKYA

STUDENT

## CONTACTS

9840472964

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Kathmandu, Nepal

## LANGUAGES

NEPALI

Proficient ●●●●●

ENGLISH

Advanced ●●●●●

HINDI

Advanced ●●●●●

## SKILLS

- Communication Skill
- Time Management
- Teamwork and Collaboration
- Fast Learner
- Cooperative

## SUMMARY

I am a student currently pursuing a Bachelor's degree in Business Studies with a demonstrated ability in communication, time management, and problem-solving. With experience in teaching, I excel in managing various situations effectively. I have also undertaken training in Office package and graphic designing, enhancing my computer proficiency. Passionate about education and technology, I look forward to utilizing my skills in more challenging roles.

## EXPERIENCE

United School

Lalitpur, Nepal

Teacher

02/2020 - 02/2022

- Developed strong classroom management skills through daily interaction with students.
- Improved time management by balancing teaching duties, planning, and student needs.
- Gained confidence in solving problems independently and making quick decisions.
- Built positive relationships with students, parents, and fellow teachers.

## EDUCATION

Triton International College

Balkumari; Lalitpur

+2 Management (Computer Science)

06/2018 - 07/2020

Patan Multiple Campus

Kathmandu, Nepal

BBS (Bachelor in Business Studies)

11/2020 - Present

## CERTIFICATION

### **Office Package**

I have completed computer training and am proficient in using Microsoft Office applications, including Word, Excel, and PowerPoint.

### **Graphic Designing**

I have also learn graphic designing \. I have learn photo editing in Photoshop.

All the above information is fake and made by me. Don't take it seriously