

SUSHANT SAPKOTA

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OBJECTIVE

Keen to understand different types of designing and surveying. Quantity Surveyor Seeking Part-Time/Internship Roles.

EDUCATION

Diploma in Construction with strand in Quantity Surveyor

Auckland College of Tertiary Studies

Expected September, 2024

Relevant Coursework: Materials and Structural Principles,
Environmental Impact, Contracts Management, Construction Management,
Measurement for small buildings and Cost Planning.

Intermediate in Faculty of Computer Science

Adarsha Janapremi College

2017 - 2020

SKILLS

Technical Skills

Creative Designing, Innovative, Cost Control, BIM Designing

Soft Skills

Strong decision maker, Customer service skills, Taking Quantities

EXPERIENCE

Graphics Designing

Tanvi Tech Pvt. Ltd

July 2021 - Oct 2022

Jadibuti, Nepal

- Conceptualized and executed creative visual solutions for a diverse range of design projects, including logos, branding materials, brochures, social media graphics, and website assets.
- Collaborated closely with cross-functional teams, including marketing, content, and web development, to understand project objectives and deliver designs that aligned with brand identity and messaging.
- Conducted market research and competitor analysis to stay informed about emerging design trends and incorporate innovative elements into design projects.

Food and Beverage Attendant

Flame Tree

March 2023 - Present

Auckland, New Zealand

- Provided exceptional customer service, ensuring a positive dining experience by promptly greeting guests, taking orders, and making personalized recommendations.
- Managed cash transactions and POS systems accurately, showcasing strong financial acumen and attention to detail.
- Maintained a clean and organized work environment, demonstrating a commitment to cleanliness, organization, and attention to detail.
- Adapted to high-pressure situations with a calm and professional demeanor, resolving customer complaints courteously, highlighting your ability to handle challenging situations effectively.

SOFTWARE EXPERIENCE

Adobe Photoshop 2024.

- Proficient in Adobe Photoshop, with advanced skills in photo editing, retouching, and manipulation.
- Experienced in creating and designing various graphic elements such as logos, banners, and advertisements using Photoshop.

- Experienced in optimizing images for web and print, including understanding file formats, resolutions, and color modes.
- Able to adapt quickly to new techniques and updates in Photoshop, staying current with the latest trends and features.
- Skilled in utilizing Photoshop tools and features effectively to enhance images, adjust colors, and improve overall visual appeal.

Office 365.

- Proficient in Microsoft Word for creating and formatting documents, including reports, letters, and proposals, with a keen eye for layout and design.
- Advanced skills in Microsoft Excel, including data entry, manipulation, and analysis, as well as proficiency in creating formulas, charts, and pivot tables to analyze and present data effectively.
- Experienced in Microsoft PowerPoint for creating dynamic and visually appealing presentations, incorporating multimedia elements and animations to engage audiences effectively.
- Able to adapt quickly to new updates and features in Microsoft Office 365, staying current with the latest enhancements and best practices.
- Strong organizational skills and attention to detail, with the ability to leverage Microsoft Office 365 tools to streamline workflows, increase productivity, and achieve business objectives.

AutoCAD.

- Basic understanding of AutoCAD software and its interface, including menus, toolbars, and command line functions.
- Familiarity with fundamental drawing and editing tools in AutoCAD, such as line, circle, rectangle, and trim commands.
- Capable of navigating and zooming within AutoCAD drawings to view and edit details at different scales and levels of magnification.
- Motivated to contribute to project teams and gain hands-on experience in using AutoCAD for drafting and design tasks.

EXTRA-CURRICULAR ACTIVITIES

- Creating and Customizing my personal webpage [YSooSus](#) and improving web designing skills.

REFERENCES

- **Raju Dangal**
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