



Bhupal Bhattarai

IT & Documentation Professional

Contact

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Personal Details

DOB: 16th Oct 1999
Gender: Male
Religion: Hindu
Nationality: Nepalese
Father: Mr. Ram Prasad Bhattarai
Mother: Mrs. Devi Subedi

Education & Certifications

Receptionist [Level-I]
National Skill Testing Board (NSTB) - 2023
Intermediate in Management
Shree Narendra Janata H.S. School - 2016
Diploma in Hardware & Networking
Computer Point Nepal (CPN) - 2015

Professional Summary

A diligent, dependable, and trustworthy professional with strong planning and organizational skills. Eager to learn, take initiative, and apply technical and innovative know-how to contribute to company success and achieve career growth. A friendly and adaptable team player who is self-motivated and quick to learn in new environments.

Work Experience

Documentation Department Head

ASIALINK SERVICES PVT. LTD.

April 2025 - Present

- Leading and mentoring a team of 5 documentation specialists.
- Overseeing the creation, review, and management of all client-facing and internal documentation.
- Developing and implementing new strategies and workflows to improve departmental efficiency.







IT Officer

Nepal Career Training Foundation Pvt. Ltd. | Itahari, Nepal






April 2021 - November 2023

- Managed and maintained four key training databases: EVENT-II, SAMRIDDHI, NSTB, and FEB TMIS.
- Streamlined document management processes for efficient information retrieval.
- Provided comprehensive technical support to all staff and conducted routine data backups and recovery.

Technical Skills

-  HTML, CSS, JavaScript
-  WordPress
-  Google Workspace
-  Adobe Photoshop
-  Video Editing
-  Hardware & Networking

Professional Strengths

-  Customer Service
-  Teamwork & Collaboration
-  Communication
-  Problem Solving
-  Adaptability

Languages

Nepali: Excellent

Hindi: Excellent

English: Good

Japanese: N5

Work Experience

Public Relation Officer

Future Employment Service Pvt. Ltd. | Itahari, Nepal

August 2019 - March 2020

- Developed and executed strategies to maintain a positive public image for the company.
- Cultivated and managed relationships with clients, job seekers, and key industry stakeholders.

Computer Operator

Focus Nepal Overseas Pvt. Ltd. | Itahari, Nepal

July 2016 - July 2019

- Oversaw the handling of client passports and maintained meticulous, confidential records.
- Managed daily office communications and the secure processing of client documents for international placement.

Computer Trainer

Community e-Center Jhapa | Jhapa, Nepal

January 2015 - March 2016

- Designed and delivered engaging lesson plans based on defined course objectives.
- Utilized Microsoft Office and modern e-Learning tools to conduct effective, hands-on training sessions.