



BINAYA POKHAREL

Biratnagar, Nepal 56613
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SUMMARY

Organised Document Controller with strong background in establishing and improving document control processes to meet organisational needs. Adopts proactive approach to document review and approval procedures to keep smooth running workflows.

EXPERIENCE

DOCUMENTATION OFFICER, 01/2023 - Current

Alfa Beta, Biratnagar, Nepal

- Responsible for creating and keeping up-to-date records of an enterprise's activities, procedures, and processes.
- Maintained document review and approval procedures for confidential or sensitive information, controlling flow of documents.
- Reviewed and updated technical documents to reflect product changes, common errors and solutions and communicated modifications to staff

YOUTUBER, 06/2019 - Current

8D Site, Biratnagar, Nepal

- Used innovative and creative ideas to design unique videos targeting appropriate audiences.
- Utilised relevant 3D content creation packages and Photoshop to create unique character designs for clients.
- Worked on and managed the design of all aspects of videos such as sound, visuals, motions and effects used.

SKILLS

- | | |
|-------------------|-------------|
| • Content Creator | • Photoshop |
| • Web Developer | • Audition |
| • Programmer | • FI Studio |
| • E-sports | • Marketing |

EDUCATION

Tribhuvan University, Biratnagar, P1, 2026

Bachelor of Science: Information Technology

Pokhariya Secondary School, Biratnagar, P1, 2021

+2: Computer Science

Eden National Boarding School, Biratnagar, P1, 2019

SEE

LANGUAGES

Nepali: First Language

English:

B2

Hindi:

B1

Upper Intermediate

Intermediate