

BIPIN ACHARYA

Office Administrator

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<https://www.bepinacharya.com.np/>

133 Anzac Hwy, Kurralta Park, SA 5037, Australia

SUMMARY

Passionate software developer with over 2 years of experience in design, project management, office administration, and coding. Proven track record in managing complex projects, exceeding expectations, and leading teams effectively. Skilled in information technology, with the versatility to excel in various IT-related roles.

EXPERIENCE

Junior Software Developer

11/2022 - 03/2023

[Skybase Innovations](#)

Gandaki Province, Nepal

Led a group of developers to complete all IT-related tasks and create and manage enterprise-level software products.

- Gives designers of applications a deadline for their projects, which they must meet in order to provide many apps for several platforms.
- Incorporates APIs into every projects

Senior Software Developer and Office Administrator

05/2023 - 10/2024

[Able Innovation](#)

Gandaki Province, Nepal

IT-company that handles all IT-related tasks, including networking and software

- Oversees and coordinates all office operations.
- Oversees the office's proposals and documents.
- Assign tasks to other team members, oversee teams, and instruct trainees in coding and other skills.
- Design and develop applications.

EDUCATION

BSC Hons Computing

02/2021 - 12/2023

[London Metropolitan University \(Informatic College\)](#)

Pokhara, Nepal

Master of Information and Communications Technology

11/2024 - 11/2026

[University of the Sunshine Coast Adelaide](#)

Adelaide, Australia

LANGUAGES

English

Advanced



Hindi

Intermediate



Nepali

Proficient



STRENGTHS

★ Problem Solving

🕒 Time Management

✓ Communication

💎 TeamWork

📖 Research Skill

SKILLS

Ms Office · Project management · Coding ·

Document Prep and Scanning ·

App Development · App Designing ·

MySQL · Graphics Designing ·

Agile MethodologiesGraphics Designing ·

REST APIs

KEY ACHIEVEMENTS

Project Management

Office Administrator

Documentation

Designing

Project Leadership

Research And Innovation