

Nikita Baniya

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PERSONAL SUMMARY

Seeking for a challenging and rewarding career that offers the opportunity to improve and utilize my professional and interpersonal skills and also add value to the organization.

EDUCATION

Birendra Multiple Campus |Affiliated with Tribhuwan University

- Bachelors Of Computer Applications, 2022

SKILLS

Personal skills

- Confident, Good listener, Initiative, Hardworking, Enthusiastic, Responsible, Fast Learner, Ability to make decisions and solve problems, Time Management, Great ability on team work.

Training

- Training of Computer Fundamental and Software Applications
- Basic Microsoft Office Package (Word ,Excel ,Power point)
- Network and Security Boot camp.

Knowledge

- Typing, Printing, Printer Setup, Basic Computer repairs, Driver installations.

PROFESSIONAL EXPERIENCE

2023 January – 2024 April

Teacher • Computer Teacher • Universal Learning Academy

- Planning and preparing lessons.
- Maintaining classroom discipline.
- Evaluating student progress.
- Understanding the curriculum.
- Preparing question for exams.
- Maintaining answer sheets, keeping attendance records, providing grade sheets to parents.

2022 January – 2022 June

OPD Staff • Biller • College of Medical Sciences

- Greets patient and communicate with the patients and know about their problems department by speaking and active listening.
- Registering the patient's details.
- Ensuring the patient's medical information is accurate and up to date.
- Make bills of the investigation written by the doctors.
- Provide the patient's investigation report.
- Investigating and appealing denied claims.

2021 September – 2021 November

Web Developer • Intern • InnovateX

- Compile and analyze data, processes, and codes to troubleshoot problems and identify areas for improvement.
- Recording data and reporting it to project leader.
- Participating in continuing education and training to remain current on best practices, learn open source software modification and SQL.