

# PRABIN RAYAMAJHI

## STUDENT

📍 Barking, east street,London

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m

Ph.no. 07352129776

### PROFILE INFO

Motivated and adaptable individual with strong communication and organisational skills. Experienced in administrative, marketing, and customer service roles, currently pursuing a Master's in Project Management at the University of the West of Scotland. Eager to contribute effectively in a dynamic and professional environment.

### EDUCATION

2025(present)  
WEST OF SCOTLAND

- Project Management

2018-2022  
KAPAN MULTIPLE CAMPUS

- Bachelor of Business
- GPA:3.0/4.0

### SKILLS

- Microsoft Word,
- Microsoft PowerPoint,
- Microsoft Excel
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

### LANGUAGES

- English (intermediate)
- Nepali (Native)
- Hindi (intermediate)

### WORK EXPERIENCE

**Adhar Education**

2020-2021

Data typist

- Accurately entered and maintained institutional data records.
- Supported administrative and academic operations.

**Lead Education Network**

2021-2022

Marketing officer

- Create and manage the marketing budget, ensuring efficient allocation of resources and optimizing ROI.
- Oversee market research to identify emerging trends, customer needs, and competitor strategies.
- Monitor brand consistency across marketing channels and materials.

**Arabica Bud Cafe**

Barista Training and certifications

40 days

- Learned to prepare various espresso-based drinks (latte, cappuccino, americano, mocha).
- Gained skills in operating coffee machines and grinders.
- Developed knowledge of coffee beans, brewing methods, and latte art.
- Trained in hygiene, food safety, and customer service standards.
- Improved teamwork and time management during busy café hours.

### DECLARATION

I hereby declare that all the information provided above is true and correct to the best of my knowledge and belief.