

Diwas Pandit

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Nijgadh,07, Bara, Nepal

EDUCATION

ST. XAVIER'S COLLEGE

2021 - 2023

- Cracked entrance in top 4% students (15000 appeared in entrance)
- Quiz competition 2nd position (Inter-school Computer Fest)
- GPA: 3.53 (Unweighted)
- SAT Score: 1300 (560 Verbal, 740 Math)

ACTIVITIES

- Collaborated with 5 Schools to create their websites,
- Member of Band: played trumpet during school program, District Event Opening Ceremony
- Tutor at Tech DD Twins YouTube Channel for the programming Courses (including C & Q-basic)

ATHLETICS

- Chess learner from an early age & has participated in chess Competition.
- Member of an inter-house football tournament,
- Represented school at District Level Running Competition in 100m race.
- Cyclist: Participated in cycling event, challenges & regular practice in weekend.

INTERESTS

- **Traveling:** I have visited 2 countries and 5 states of Nepal
- **Photography:** Speciality in landscape and portrait photography. Posting my creation in Instagram (<https://www.instagram.com/diwas512/>)
- **Filmmaking:** Produced the first documentary based on my hometown, published by local media, and shared by 4K people

PROFESSIONAL EXPERIENCE

HAMRO OPPORTUNITY

July 2022 - Present

Co-Founder

- Maintaining the official website,
- Led a team of 28 members as well as a nationwide online community of students
- Held webinars and discussions to raise funds for community-oriented projects

SAKSHYAM SUPPLIERS PVT. LTD

Aug 2023 - Present

IT Manager

- Acted as the company webmaster
- Provided customer support both firsthand and online
- Oriented personalized technical classes for staff members
- Conducted Digital Marketing: Content creation, Graphic Designing, and Product Listing

S.A.B TRADE LINK & SUPPLIERS PVT LTD

Mar 2023 - Aug 2023

Internship

- Managed official website
- Developed digital print materials: brochures, banners, and signs.

TECHNICAL SKILLS

- **MSOffice:** Excel, Word, PowerPoint
- **Programming** - Python, PHP, MySQL, HTML, Bulma, CSS, JS
- **Graphic Design** - Canva, Adobe Photoshop
- **Website Design** - WordPress
- **Video / Photography** - Adobe Premiere Pro, Lightroom, Filmora

SOFT SKILLS

- **Leadership:** was house captain in elementary school and president in non profit organization
- **Self-motivation:** founded my own YouTube channel & website
- **Communication:** developed excellent public speaking skills due to my previous leadership roles
- **Creativity:** possessed a keen interest in developing minor gadgets and robots since childhood