Princy Jaiswal

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EXPERIENCE

Administrative Assistant   Kathmandu

Ultra Tendency Nepal   Aug, 2022 - Oct, 2025

- Managed daily administrative tasks, including scheduling meetings and maintaining records.
- Assisted in organizing company events and ensuring smooth operations.
- Managed office supplies, including inventory and ordering.
- Assisted in preparing reports and presentations for the management team.
- Provided support to the HR department in recruitment and onboarding processes.
- Provide support to the finance department in managing expenses and invoices.
- **Skills:** Administrative Assistance · Jira · Odoo · Recruiting

Customer Support Representative   Kathmandu

Krishana Foundation   Sep, 2021 - Dec, 2021

- Coordinated with students to explore university options and ensure alignment with their educational goals.
- Managed payment schedules to ensure compliance and timely processing.
- Provided management with clear updates on student status and progress, facilitating informed decision-making.
- **Skills:** Documentation · Customer Support

EDUCATION

Bachelor of Science in Information Technology (BSc. IT)   Kathmandu

Presidential Graduate School   Feb, 2022 - Present

High School, PCM Stream   Kathmandu

Sifal Secondary School   Aug, 2019 - Aug, 2021

SKILLS

- Web Development: - Html, CSS, JavaScript, React.JS, & TailwindCSS
- Designing: - Canva & Figma
- Tools: Github & VS Code
- MS office

PROJECTS

Portfolio

- This portfolio website is built using React.js and CSS to showcase my projects, skills, and experience in a clean and modern layout.
- It features a responsive design, smooth navigation, and well-structured components for better performance and maintainability.
- The website highlights my work, provides quick access to my GitHub and social links, and reflects my personal branding.
- It is fully optimized for both desktop and mobile devices.

Link: http://princyjaiswal.com.np/

TRAINING /CERTIFICATIONS

MERN Stack Training   March 2025

Broadway Infosys Pvt. Ltd.