

PRINCY JAISWAL
[LinkedIn: Princy Jaiswal](#)
[GitHub/Portfolio](#)

Email: jprincy933@gmail.com
Mobile: +977 9804826201
New Baneshwor, Kathmandu

EDUCATION

Presidential Graduate School (Westcliff University)
Bachelor Of Science in Information Technology (BSc. IT)
Kathmandu, Nepal

FEB 2022 – Running

Sifal Secondary School (NEB)
High School, PCM Stream
Kathmandu, Nepal

Aug 2020 -- Aug 2022

SKILLS SUMMARY

- Language:** HTML, CSS, JavaScript, React.js, Tailwind CSS
 - Tools & Platforms:** MS Office, SharePoint, Jira/Confluence, Odoo, Canva, Figma, Visual Studio Code
 - Professional:** Recruiting, Customer Support & Coordination
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WORK EXPERIENCE

ADMINISTRATIVE ASSISTANT
ULTRA TENDENCY NEPAL

Aug 2022 – Oct 2025

- Managed daily administrative tasks, including scheduling meetings and maintaining records.
- Supported teams by handling communication and coordinating between different departments and Vendors.
- 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

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