

**PRINCY JAISWAL**

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New Baneshwor, Kathmandu

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## 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**

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## 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