

PRINCY JAISWAL

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[GitHub/Portfolio](#)

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New Baneshwor, Kathmandu

EDUCATION

Presidential Graduate School (Westcliff University)

Bachelor Of Science in Information Technology (BSc. It)

Kathmandu, Nepal

FEB 2022 – FEB 2026

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 - Running

- 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.

CUSTOMER SUPPORT REPRESENTATIVE

KRISHANA FOUNDATION

Sep 2021 – Jan 2022

- Responded to customer inquiries via phone and email, providing information on education consultancy services.
- Handled student admissions and assisted with documentation processes, ensuring customer satisfaction.
- Maintained accurate records of client interactions and ensured timely follow-ups for inquiries and complaints.