<u>CURRICULUM VITAE</u>

1. CORRESPONDENCE:

Kapil Dev Pant
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2. PERSONAL DETAILS:

Permanent address	**:** Bhimdutt Municipality, 18, Katan, Kanchanpur, Mahakali, Nepal.
Mailing address	**:** Kathmandu Metropolitan, Baneshwor, Kathmandu.
Date of birth	**:** 2056/02/14 B.S. (May 28, 1999)
Nationality	**:** Nepali
Marital status	**:** Unmarried
Gender	**:** Male
Identification	**:** Citizenship No.75-01-73-00684
	: Passport No.09830080
Health record	**:** Excellent
Hobbies	**:** Basketball, Badminton, Designing & drawing, solving new puzzles, Learning new skills.

3. CAREER OBJECTIVE:

To obtain professional position in **Information Technology** where I can demonstrate my knowledge, skills and contribute to achieve the organizational goal.

4. AREAS OF COMPETENCIES:

Technical Knowledge and skills
- Able to perform all aspects of the job related to IT without help
- Recognizes and corrects things that are wrong
- Able to answer all routine queries and questions

Achieving Results
- Manages time to ensure work is completed to deadlines and targets
- Prioritizes to ensure important deadlines are met

Working Together
- Regularly assists others in their work
- Has supportive and cooperative relationships with others in the team

Learning and Knowledge Sharing
- Learns new things and keeps knowledge and skills up to date

5. KEY EXPERIENCES:

- Personal experience in Designing and UX And UI performance
- Experience in team building and working with multi-disciplinary teams
- Practical experience in various aspect of IT related instruments.
- Experience to organize paperwork in a methodical way

6. EDUCATION STATUS:

Degree	Institute/University	Major Subject	Result	Year Completed
Bachelors	Tribhuvan University (TU)	Introduction to IT, Fundamental of C programming, Calculus, Probability and statistics, Statistics I, Digital Logic, Discrete structure, Data structure and Algorithms, Linear algebra, Computer Architecture, Operating System, Numerical method, Introduction to management, Object oriented Programming language, Database Management Systems etc	Completed	2016 AD to 2021 AD
Intermediate	Higher Secondary Education Board	English, Nepali, Mathematics, Physics, Chemistry, Biology (Zoology, Botany), Social Studies, Computer, additional mathematics	1st Div.	2014 AD to 2016 AD
S.L.C	Government of Nepal	English, Nepali, Mathematics, Science (Physics, Chemistry, Biology, Geology)	1st Div.	2014 AD

7. PROFESSIONAL WORKING EXPERIENCE:

A. Worked with **R. Pandey & Associates**, as a **Data com IT Assistant** from February 2019 to 2021, in Kathmandu, Nepal.

Main Responsibilities
- Helping Supervisor in recording files
- Making deposit for the TAX according to requirement
- Registering, Renaming, editing and closing Companies via Registrar Office
- Registering new brands for trademark
- Bookkeeping
- Troubleshooting technical problems
- Daily and Monthly reporting to program coordinator
- Assist preparation of Annual Report with director

B. Worked with **Black Jeans Tech**, as a **Graphic Designer** and Front-End Developer from September 2019 to December 2019, in Putalisadak, Kathmandu, Nepal.

Main Responsibilities
- Use of basic editing software like Photoshop and illustrator
- Drawing and Designing logo, banners, pamphlets etc.
- Front-End Development using HTML/CSS
- WordPress Site Building/ Editing
- Order taking, verify/proofing designs to clients
- Coordination, verification about the tasks with Coordinator and clients
- Daily and monthly reporting about the progress to supervisor
- Assist to Director about Technical equipment

C. Worked with **National Partnership for Integrated Development -Nepal (NAPID Nepal)**, as **Computer Assistant** from May 2014 to December 2016 in Dhangadhi, Kailali, Nepal.

Main Responsibilities
- Technically helping in devices managing and installing.
- Maintain devices up to date
- Maintaining and setting up received equipment
- Troubleshooting for finding any mistakes
- Checking equipment for their best performance
- Managing Documents

- Recording new Data and information digitally
- Listing and bookkeeping
- Daily and Monthly Reporting to Director
- Assist Annual Report preparation for Director

8. PARTICIPATED SEVERAL TRAININGS / WORKSHOP / SEMINARS INCLUDING:

S.N.	Name of Training	Organised by	Duration	Area of expertise Enhanced
1	Monitoring, Evaluation, Accountability, and Learning (MEAL) in Emergencies	disasterready.org	June/2021	• Gather relevant evidence for decision-making • Be more accountable to the affected population • Continuously learn and adapt
2	Humanitarian Context, Systems, and Standard Course	disasterready.org	June/2021	• Making network circle • Communication skill with the help of network
3	Interview Ready – Virtual Networking	Nonprofitready.org	June/2021	• Making network circle • Communication skill with the help of network
4	Time Management & Productivity Training	Nonprofitready.org	June/2021	• Make time for meaningful work • Increase Productivity in Daily Tasks • Guidelines of effective timing
5	Communication, Conflicts & Resolutions Training	Nonprofitready.org	June/2021	• Turn conflicts into Collaboration • Conflict mediation in the workspace • Conflict De-Escalation Tech
6	Information Management & Technology Training	Nonprofitready.org	June/2021	• Protect Your Computer, Mobile devices from attack • Password habits to protect you • Digital Etiquette Fundamentals
7	Data Visualization-An Introduction Training	Global Health Learning Centre	June/2021	• Different strategies for focusing attention on the key data in visualization • Customize data visualization for different audience • Current data visualization resources & software in health development communities
8	Journal Manuscript Development for Global Health Training	Global Health Learning Centre	June/2021	• Distinguish between kinds of articles that global health journals publish • Identify factors to consider when choosing target journal • Recognize the standard sections of research articles
9	Online Communities of Practice for Global Health Training	Global Health Learning Centre	June/2021	• Define online Community of practice • Provide strategies for nurturing & monitoring online CoPs
10	Health Communications for managers Training	Global Health Learning Centre	June/2021	• Communication's importance in Health Sectors • Models for communication • Barriers and Motivating factors
11	Social Media for	Global Health	June/2021	• Introductions about Social medias

	Health and Development Training	Learning Centre		• How social media helps in promoting health benefits
12	Family Planning Training	Global Health Learning Centre	June/2021	• Importance of family planning • Types of family planning methods
13	Public Speaking & Presentation Strategies Training	Positive Vibration Nepal Pvt. Ltd	Dec 12/2020	• Speak with confidence in Public • Be a story teller in all speaking
14	Strategic Leader Ship Training	Positive Vibration Nepal Pvt. Ltd	Dec 3/2020	• Speak with confidence while leading others • Inspire others with your words
15	The Beginners' Illustration master class	Udemy, Edu Evolution Online	August/2020	• Basis Illustration tools and technique • Designing of logo and vector images
16	Cyber Security Training	Udemy, Online	June/2020	• Brief knowledge about internet dangers • Introduction about Viruses, Malicious activities
17	Adobe XD cc 2020 Training	Udemy, Learn Tech Plus, Online	May/2020	• Designing and Developing Website, Mobile UI, Designing Pamphlets etc.
18	Data Quality Training	Global Health Learning Centre	May/2020	• Define why data are important to programs • Describe data quality • List the seven dimensions of data quality • Identify the different types of double counting that impact data quality and the strategies that can be employed to avoid double counting
19	Gender and Sexual and Reproductive Health Training	Global Health Learning Centre	May/2020	• Define gender and related concepts • Understanding importance of gender integration and analysis in sexual and reproductive health program • Understand the continuation of approaches for gender integration in sexual and reproductive health projects • Identify resources for additional information and technical assistance
20	Population, Health and Environment Training	Global Health Learning Centre	May/2020	• Brief knowledge about Population, Health and Environment • Their coordination for better life standard
21	M&E (Monitoring and Evaluation) Fundamentals Training	Global Health Learning Centre	May/2020	• Identify basis purpose of and scope of M & E • Describe how information can be used for decision making • Identify and differentiate between conceptual framework, result framework and logic models
22	Basic Computer Training	National Institute of Technology, CTEVT, Biratnagar, Nepal	August/2015 to March/2016	• Brief knowledge about Fundamentals of Computer (Computer Concept and History) • Fundamentals of Hardware and Networking • Microsoft package • Email and Internet • Computer virus and Antivirus
23	Meet the Leader	Nepal Management Council	10 January 2020	• Different approaches of leadership skills, and how to implement those skills for overall development.
24	IELTS	English for All, lazimpat, Kathmandu	2 weeks	• Knowledge about English language in all aspects like, writing, listening, speaking.

25	Basic Computer Training	The IT Park Bhimdutt, Kanchanpur	15 April 2011 to 31 July 2011	• Completed office package with outstanding result and Regular use of MS Office.MS excel, PowerPoint, and network
26	Basic English language Training	Global English Language Centre, Bhimdutt, Kanchanpur	15 April 2011 to 31 July 2011	• Learnt about the English language and their writing and speaking skills

9. LANGUAGE:

English   - Fluent in written and spoken
Nepali   - Fluent in written and spoken
Hindi   - Fluent in written and spoken

10. SPECIAL AREA OF INTEREST

- Interested in Frontend Web Development
- Interested in Graphic Designing and Architecture
- Interested in working as social worker in different platforms

11. AWARDED AND APPRECIATION:

- "Achieved recognition for regular 2009-2014 Sunrise Public Higher Secondary School for Securing high positing in Quiz Context".
- "Achieved recognition for taking part in 6th National Sport Council- Nepal in 2011".
- "Achieved recognition for taking part in Badminton tournament 2015 March by District Sport Development Committee ".

12. REFERENCES:

Mr. Dilli Raj Lekhak	**Mr. Ravindra Pandey**	**Mr. Birendra Joshi**
Program Coordinator	Chartered Accountant	Sr. Corporate taxation officer
National Partnership for Integrated Development (NAPID) Nepal)	R. Pandey & Associates	(Tax and taxation officer)
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(Kapil Dev Pant)