

**AYUSH NEUPANE**

**Co-owner | Business Operations | Creative Direction | Digital Presence Management**

| cao.ayushneupane@gmail.com | Kathmandu, Nepal

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## **PROFESSIONAL SUMMARY**

A highly motivated and results-driven **20-year-old** currently pursuing a **B.Sc. (Hons) in Computer Science (Artificial Intelligence)**. I combine a passion for technology and **creative direction** with proven skills in **business operations, digital presence management**, and administrative leadership. Experienced in optimizing processes, enhancing brand visibility, and utilizing key performance indicators (KPIs) to drive business growth. Seeking to leverage analytical and strategic skills in a challenging and innovative environment.

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## **WORK EXPERIENCE**

### **Co-owner**

**Lazimpat Boutique Hotel** | *Lazimpat, Kathmandu 2024 – Present*

- **Directed** overall business operations, **creative direction**, and the strategic management of the **digital presence**.
- **Led** branding and digital marketing strategies, resulting in a **rise in social media engagement** and enhanced customer acquisition.
- **Increased** hotel occupancy rates by within six months through enhanced operational efficiency and customer focus.
- Coordinated with team members to ensure smooth workflow, leading to an **improvement in customer satisfaction by** .

### **Chief Administrative Officer (CAO)**

**Pashupati HR Solution Pvt. Ltd** | *Gaushala, Kathmandu November 2023 – Present*

- Oversaw all administrative operations and **coordinated documentation with international recruitment partners**.
- **Supervised** recruitment documentation and **designed** effective digital communication strategies across platforms.

- **Streamlined** key recruitment processes, successfully **reducing hiring time by** and improving overall process efficiency.
- Managed company-client relations, ensuring effective communication and high service standards.

## Graphic Design Intern

**Yuwa Nepal** | *Kathmandu 2024*

- Assisted in the **conceptualization and creation of visual content** for major campaigns and events.
  - Designed various social media and print materials to support communication goals and **enhance brand visibility**.
  - Collaborated directly with the communications team to ensure **design consistency** across all external materials.
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## EDUCATION

**Bachelor of Science (Hons) in Computer Science (Artificial Intelligence)** Herald College Kathmandu 2024 – Present

**Plus Two in Science Ullens School** | *Lalitpur (Khumaltar) 2022 – 2024*

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## SKILLS & EXPERTISE

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**Business & Strategy:** Business Operations, Creative Direction, Digital Presence Management, Marketing & Branding, Process Optimization, Client Management, Team Coordination

**Technical & Design:** HTML, CSS, JavaScript, PHP, Responsive Web Design, Graphic & Infographics Design, Video Editing, Thumbnail Design

**Core Competencies:** Problem-Solving, Teamwork, Innovation, Focused Learning, Digital Communication

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## LANGUAGES

Nepali (Native) English (Advanced) Hindi (Profficient)