

AYUSH NEUPANE

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

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

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.

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

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

LANGUAGES

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