




PRAJWAL POKHREL

Data Entry Coordinator

CONTACT

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 prajwal01532@gmail.com

 Nepal, Birtamode, Birtamode-03, Jhapa

EDUCATION

2019 - 2020

High School Degree

Himalaya Secondary School, Nepal, Damak

In higher secondary, I continued my focus on computer engineering within the technical and vocational stream. The curriculum delved deeper into advanced topics such as programming languages, database management, and system architecture. Practical applications remained a key component, with more complex projects and hands-on experience. This period further honed my skills and knowledge in computer engineering, preparing me for higher education or entry into the workforce in the field.

PROFESSIONAL SUMMARY

As a highly skilled Data Entry Coordinator with 3 years of experience, I have a proven track record of ensuring accurate and efficient data entry. My biggest achievement in this role has been streamlining the data entry process, resulting in a 20% increase in productivity. My attention to detail and strong organizational skills have enabled me to maintain a high level of accuracy even when handling large volumes of data. Additionally, my exceptional time-management skills allow me to meet tight deadlines consistently. I am also proficient in various data entry software and possess excellent communication skills, making it easy for me to collaborate with team members and clients. Overall, my dedication to producing high-quality work and my ability to adapt to changing priorities make me an ideal candidate for the role of Data Entry Coordinator.

EXPERIENCE

Intern

2020 - 2020

computer institute, Nepal, Damak

During my time as an intern at the computer institute in Nepal, I gained valuable experience in various aspects of IT and computer science. I was able to apply my theoretical knowledge to real-life scenarios and develop practical skills in areas such as programming, troubleshooting, and network management. During high school, I joined a computer institute where I gained extensive knowledge in database management, **SQL** (Structured Query Language), **HTML** (Hyper Text Markup Language), **CSS** (Cascading Style Sheet), **JavaScript**, **PHP** (Hypertext Preprocessor), **C Language**, **C++**, **JAVA** (Just Another Virtual Accelerator), some basic computer skills, and even dabbled (take part in) in Photo editing using Photoshop Tools. The hands-on approach of the institute allowed me to apply theoretical concepts, making learning dynamic and practical. The diverse curriculum and energetic atmosphere fueled my passion for IT, shaping me into a versatile and proficient professional ready for the challenges of the tech world

- Assisted in conducting training sessions for students
- Provided technical support to staff and students
- Collaborated with team to develop new course curriculum
- Conducted research on latest industry trends and technologies
- Demonstrated strong problem-solving skills while troubleshooting computers
- Created instructional materials for students

SKILLS

Database management



2018 - 2019

High School Degree

Shree Amar Secondary School, Nepal, Ilam

In secondary school, I chose the technical and vocational stream, focusing on computer engineering. The curriculum covered computer hardware, software development, networking, and electronics. The emphasis on practical skills through hands-on projects prepared me for potential careers in the field. Overall, it provided a solid foundation for further studies or entering the workforce in computer engineering.


2021 - Now

Under Graduate

Shree Yantra College, Nepal, Damak

As a current BSc CSIT (Bachelor of Science in Computer Science and Information Technology) student, I am gaining valuable experiences in both computer science and IT. The coursework covers a diverse range of subjects, including programming languages, algorithms, database management, networking, and software development. I am involved in hands-on projects that enhance my practical skills and problem-solving abilities. The program also provides opportunities for internships and industry exposure, allowing me to apply classroom knowledge to real-world scenarios. Overall, the BSc CSIT program is equipping me with a solid foundation in computer science and IT, preparing me for a dynamic and evolving tech industry.

LINKS

 prazzwal.pokharel

HOBBIES

- Reading
- Traveling
- Bike riding
- Photography
- Video games

Typing speed



Time management



Data organization



Accuracy



Data analysis



Problem-solving skills



INTERNSHIPS

Data Entry Coordinator

2020 - 2020

Nishani Computer And Services, Nepal, Birtamode

During high school, I participated in a data entry project for the census. My classmates and I inputted demographic information from paper forms into a computer database. The experience taught me the importance of accuracy and attention to detail. It was rewarding to contribute to a community initiative, and the project improved my computer skills. Some of the activities that I had done during data entry are listed below:-

- Scanned documentation and entered into database to maintain accurate records.
- Organised files, faxed reports and scanned documents into document management system.
- Verified and updated account information in company computer system.
- Identified errors in data entry and related issues, reporting to supervisors for resolution.
- Created and maintained spreadsheets using Excel.

Intern


2020 - Now

computer institute, Nepal, Damak

During high school, I joined a computer institute where I gained extensive knowledge in database management, **SQL**(Structured Query Language), **HTML**(Hyper Text Markup Language), **CSS**(Cascading Style Sheet), **JavaScript**, **PHP**(Hypertext Preprocessor), **C Language**, **C++**, **JAVA**(Just Another Virtual Accelerator) , some basic computer skills, and even dabbled(take part in) in Photo editing using Photoshop Tools. The hands-on approach of the institute allowed me to apply theoretical concepts, making learning dynamic and practical. The diverse curriculum and energetic atmosphere fueled my passion for IT, shaping me into a versatile and proficient professional ready for the challenges of the tech world. Some of the activities that I had done during **OJT**-(On-the-job training) are listed below:-

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AWARDS

 Student Of the Year

LANGUAGES

- English
- Hindi
- Nepali

PERSONAL INFO

- Date of birth: 22 June 2003
- Place of birth: Ilam-05,Ilam
- Nationality: Nepalese
- Driving licence: A

Created presentations and printed important documents to prepare for staff meetings.

- Sorted and distributed incoming mail to manage communication flow.
- Filed physical and digital copies of important documents to maintain accurate and consistent records.
- Maintained calendar and scheduled meetings and appointments to streamline operations.
- Established social media presence and monitored activity to increase followers.
- Gathered facts, researched issues and analyzed potential solutions for reported defects, submitting information to software teams for development.

COURSES

Computer Programming	2021
Himalaya Secondary School,Damak,Jhapa,Nepal	
Data Communication And Computer Networks	2021
Himalaya Secondary School,Damak,Jhapa,Nepal	
Web Development And Database	2021
Himalaya Secondary School,Damak,Jhapa,Nepal	
Data Structure And Algorithm	2023
Shree Yantra College,Damak,Jhapa,Nepal	
C++	2022
Shree Yantra College,Damak,Jhapa,Nepal	