

Pujan Joshi

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PERSONAL PROFILE

A highly motivated, responsible person with a goal driven skill. As I am studying Bachelor's degree, I am acquiring different knowledge and skills like negotiations, data entry and analysis. Through different group activities in BIM program, I have become quite a team player. I am a personable person with high enthusiasm to learn new things.

To seek professional challenges for utilizing interpersonal skills, excellent time management and problem-solving skills. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level position.

ACADEMIC QUALIFICATIONS

Nepal Commerce Campus Bachelor's in Information Management Major in Computer Science	Year 2019- Result waiting
V.S Niketan Secondary School Intermediate	Year 2019
Om Secondary School SLC	Year 2017

ACHIEVEMENTS

- Volunteered in various social events (Blood donation program, Free health check-up camp, Tree Plantation, Cultural Programs)

SKILLS AND PROFICIENCIES

- Proficient in Microsoft Word, Excel, and PowerPoint
- Data entry and analysis skill
- Negotiation skill
- Interpersonal skill
- Communication skills
- Fluent and effectively bilingual in spoken and written English and in Nepali
- Fluency in typing
- Two Wheelers License
- Computer literacy,

REFERENCE

- **Surya Devakota**
Program coordinator, BIM at Nepal Commerce Campus