

Rahita Shakya

Digital Marketing Trainee

Bholdhoka, Lalitpur • 9869375415 • rahitashakya2060@gmail.com

 @ <https://github.com/rahita-shakya>  @ <https://medium.com/@rahitashakya2060>

I am a Bachelor's running student in BCA, passionate about digital marketing. I aim to apply SEO, social media, and content creation skills while gaining practical experience in a professional environment.

EXPERIENCE

Frontdesk Officer

Kumaripati

Omega Secondary School

Aug, 2021 - Sep, 2021

President

Lalitpur

Whizzy Davians

May, 2023 - Present

Lead and manage the student organization, organizing events and workshops, coordinating with faculty and external partners, and fostering a collaborative environment to promote student engagement and growth.

Content Manager

Online (Facebook)

Mindful Quotes

Sep, 2024 - Jan, 2025

As part of a group, created and managed a motivational quotes page on Facebook called Mindful Quotes. Responsibilities included researching and curating motivational content, designing visually appealing posts, writing captions, maintaining posting consistency, and analyzing page performance using Facebook insights.

Social Media Manager

Online (Facebook)

H.R. Ladies Collection House

Nov, 2024 - Present

Managed the Facebook page of HR Ladies Collection House, where I was responsible for creating and posting content, responding to customer inquiries, promoting products, and running occasional promotional campaigns.

EDUCATION

SEE (NEB)

Lalitpur

Omega Secondary School

May, 2008 - Jun, 2020

+2 (Science)

Lalitpur

Omega Secondary School

Aug, 2020 - Jan, 2022

Bachelors in Computer Application

Lalitpur

D.A.V. College

Mar, 2022 - Present

PROJECTS

Web-Based Hotel Room Booking System

Technology: HTML, CSS, JavaScript, PHP, MySQL

Developed a web-based hotel room booking system as part of the 4th-semester project in BCA. The system allows users to view room availability, make bookings, and receive confirmations. It included an admin panel for managing bookings and room details, providing a user-friendly experience.

Digital Marketer Portfolio

Technology: Wordpress

Created a personal digital marketer portfolio using Wordpress to showcase digital marketing skills, including SEO, social media management, and campaign creation. This project allowed me to integrate various plugins, themes, and customizations to build a professional online presence.

TRAINING/CERTIFICATIONS

Digital Marketing Training	2023
<i>Ward no. 16</i>	
Completed a one-week introductory course covering the fundamentals of digital marketing, including SEO basics, social media strategies, and content creation.	
Digital Marketing Training	2024
<i>Mindrisers Institute of Technology</i>	

AWARDS

Best presenter Award	Lalitpur
<i>D.A.V. College</i>	
Awarded the Best Presenter title in college, showcasing strong communication and presentation skills.	
Academic Excellence Award	Lalitpur
<i>D.A.V. College</i>	
Awarded for outstanding academic performance, securing 2nd place in the 1st semester and 1st place in the 3rd semester and 3rd place in the 4th semester.	

SKILLS

Communication, Computer, Teamwork and Leadership, Problem solving, Graphic Design (Canva), Website Management (WordPress), Social Media Marketing(SMM)
--

LANGUAGE

Nepali, English, Newari, Hindi

REFERENCES

Ward No. 16	Omega Secondary School
Available upon request	Available upon request