



## Reeta khadka

Email: reetikakhadka74@gmail.com

Computer Engineer with 5+ years of experience as Broadcast Engineering and SMS system of DTH. Familiar with Subscriber Management System software and conflict resolution and possesses a positive attitude. Knowledge of Artificial Intelligence, Machine learning and Deep learning. Sound knowledge of Cloud Computing and Amazon Web Service. Seeking a career change to a position Project Management. Fast learner who has volunteered in **Women in Big Data Chapter Nepal**. Certified **Register Scrum Master**.

### CONTACT INFO

---

**Name :** Reeta khadka

**Phone:** 9841506739

**Address:** Kathmandu, Sadobato

### WORK EXPERIENCE

---

**March 2022 – Present**

**Job Title:** Trainee Scrum Master

**Organisation:** Codavatar Tech Pvt Ltd

**Responsibilities:**

- Host daily stand-up meetings.
- Ensure Agile Engineering Practices.
- Arrange and optimize product backlog.
- Organize scrum events as necessary.
- Sprint Planning and Story Point Estimations .
- Capacity and velocity Estimation

**May 2020 – Present**

**Job Title:** Operation Team Leader

**Organisation:** Women in Big Data Nepal

**Responsibilities**

- Facilitate coordination and communication between teams to support functions of the organisation to meet programme objectives.
- Responsible for the retention and growth of the chapter's community through an improved operation process.
- Provide timely status, variance and monitoring reports to the Board about the ongoing operations .
- Strengthen and support collaborative learning and team building activities.
- Planned and organised data literacy programs through various internal sessions.

**Dec 2016 - Dec 2017**

**Job Title:** Senior Technical Engineer

**Organisation:** Nepal Digital Cable Pvt.Ltd (Hamro TV)

**Responsibilities**

- Rapidly identify and correct system faults to minimise operational downtime of broadcast.
- Performed scheduled service work, including testing and repairs and worked to strengthen the signal quality during broadcast.
- Worked on Planning and assisting for the design and development of SMS systems.
- Testing Software of Set-top Box, for best suitable software for DTH.

**May 2014 - October 2016**

**Job Title:** Broadcast Engineer

**Organization:** Dish Media Network Pvt.Ltd

**Responsibilities**

- Monitoring satellite tracking, transmission and broadcasting system with proper log sheet database preparation.
- Identify signal parameters and troubleshoot issues using test equipment including waveform monitors, and audio distortion analyzers
- Performed an Emergency fixing as stopgap until maintenance teams could conduct advanced repairs.
- Management of Head-end-units through proper operational checkup and prepare datasets. , worked to strengthen the audio and video quality during broadcast.
- Monitor the Operation of the Master Control Room (MCR).
- Schedule and ingest of Program Guide.( *electronic program guide* ) of the channel.
- Assisting technicians and CSR for the system troubleshoot and equipment installation.

**March 2011-April 2014**

**Job Title:** SMS and CAS Engineer

**Organization:** Dish Media Network Pvt.Ltd

**Responsibilities**

- Worked in collaboration with the R&D team on the hardware failure of Set-up-box and testing Software of Set-top Box after update.
- Reporting and Analyzing the Activation and Deactivation Status of the Set-up- box.
- Handled the billing issue of the Set-up- box.
- Periodic reconciliation system features.
- Assisting the CSR team and helping them with technical issue arrived in the SMS system.
- Reporting inventory details of Set-up- box to the board.
- Assisted and Lead the team of 20 employees for the audit during the migration of system data.
- Assisted the dealer and sub-dealer to use the SMS(Subscriber Management System) and its features.

## EDUCATION

---

**2017-2020 :** Master of Computer Engineering

## CERTIFICATES

---

**AWS Certified Cloud Practitioner**

**Registered Scrum Master**

## PROJECTS

---

Headline generation from Nepali News using LSTM Neural Network

Web info Search Engine

Health Management System

## TECHNICAL SKILLS

---

- Programming language:Python,C,C++
- Database: Oracle 10g
- Broadcast Engineer, Transmission, Inventory controls
- SMS system
- AWS(Amazon Web Service)
- Project Management /Agile/Scrum

## SOFT SKILLS

---

- |             |                    |
|-------------|--------------------|
| • Team work | • Problem solving  |
| • Team lead | • Descision making |
| • Research  | • Presentation     |

## LANGUAGE

---

- Nepali
- English
- Hindi