

Manoj Mishra

IT intern

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Enthusiastic and motivated IT intern with foundational knowledge in networking, Linux, and development. Currently pursuing a Bachelor's degree in BCA (Bachelor in computer application) and eager to apply and expand skills through hands-on experience.

EXPERIENCE

Office assistant

bagbazar

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Jul, 2022 - Apr, 2023

Maintained organized filing systems and ensured data accuracy in records.

Supported staff by handling travel arrangements, correspondence, and coordination of events.

Provided excellent customer service to clients, visitors, and staff.

Coordinated office activities and operations to secure efficiency and compliance with company policies.

Processed invoices, managed accounts payable/receivable, and assisted with payroll.

Organized and maintained office records, databases, and inventories

IT assitant

New Baneshwor

SB Computer

Jul, 2023 - Jan, 2024

Assist with routine maintenance tasks including software updates, system backups, and hardware upgrades.

Maintain accurate records of IT processes, procedures, and inventory.

Provide basic training and support to end-users on new software and technologies.

Assist with routine maintenance tasks including software updates, system backups, and hardware upgrades.

EDUCATION

Bachelor of computer application

Kathmandu

Pasupati Multiple campus

Present

High school

Kathmandu

Texas Int'l college

Jan, 2018 - Nov, 2020

Secondary school

Kathmandu

Saraswoti academy english school

Jan, 2005 - Dec, 2017

TRAINING/CERTIFICATIONS

CEH

2023

SB Computer

Summarize your understanding of network security principles, including types of attacks and defense mechanisms.

Mention any areas that were particularly challenging and how you overcame them.

Discuss different types of malware and methods for

how to gather information about a target system and the tools used detection and prevention.

how DoS attacks work and methods for prevention.

SKILLS

Proficient in Microsoft Office Suite, Excellent organizational and time-management skills., Networking Basics, Basic knowlegde of Linux & Cyber Security

LANGUAGE

English, Nepali, Hindi