

# RAMAK MAHARJAN

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Portfolio: <https://romak-portfolio.netlify.app/>

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I am a dedicated, passionate, & hardworking individual, a problem solver, and a strong planner. I work independently and exceed expectations. Multi-tasking skills and the ability to meet deadlines without compromising quality.

## EXPERIENCE

**JUNE.2021 – PRESENT**

**MIS OFFICER, NFCC NEPAL (NGO)**

Creating and maintaining the organization's live website, controlling and managing the Outlook email platform, writing documentation about the system flow, fixing and solving staff PCs and laptops, filtering data/data analysis, collecting data using systematic software flows, and creating graphics for official events. Currently, these are my roles and responsibilities.

**JUNE.2020 – MAY.2021**

**WEB DEVELOPER, GAMENIC NALAMIZ PVT,LTD**

Il worked as a junior web developer on large projects. At my job, I handled many debugging problems related to react, and Laravel, and I learned how to solve them. And also increased my ability to work under pressure.

**JANAURY 2020 – MARCH.2020**

**SOFTWARE ACCOUNTING, 10 ORBITS PVT,LTD**

I joined to learn software accounting in order to fulfill my passion for accounting terms & activities. While I was doing my internship, I worked with the ODOO software tester, which is the most suitable software for managing the accounting records of any business. Learned communication skills as well as being able to maintain discipline & friendly behavior.

## EDUCATION

**2015 - 2019**

BIM (Bachelor of Information Management), St.Xavier's  
College Maitighar, Kathmandu

Information Technology, Software Flow Systems, Accounting, and Human Resources  
are the major subject in this field.

**2013 - 2015**

+2 (Computer Science -Management), Gauri Shankar Higher  
Secondary School Bafal, Kathmandu

**2000 - 2012**

SLC (School Level Certificate), Adinath Secondary  
School Chovar, Kathmandu

## SKILLS

- Web Design & Graphics Design
- Good practical knowledge of Microsoft Office packages like (MS word, Excel, Outlook, and PowerPoint)
- Familiar with IT Technologies
- Database Knowledge
- Basic knowledge of Hardware & Setup applications
- Familiar With Git Hub
- Good knowledge of Domain, Web hosting, SSL certificates, Android & Apple developer accounts, and Cloud storage.
- Quick Learner & work under pressure • Good communication skills, Discipline, and Friendly

## HOBBY

- Learning new stuff
- Public speaking
- Accepting new challenges
- Traveling
- Singing

## **ACTIVITIES**

Being an enthusiastic individual I always prefer to keep myself up-to-date with a positive attitude. Learning about things and researching specific topics is one of my favorite hobbies. In order to grow as a person and as a professional, I have consistently looked for new challenges. And I always believe in time.