RAMAK MAHARJAN

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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)

Maintaining the organization's live website, controlling domain hosting, managing Cpanel, writing documentation about the system flow, fixing minor staff computer problems, filtering and analyzing data, collecting data using systematic software flows, and creating graphic design for official events. At this moment, I am primarily responsible for these roles and responsibilities.

AUGUST.2020 – FEBRUARY.2021

WEB DEVELOPER, GAMENIC NALAMIZ PVT, LTD

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

JANUARY 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 & works under pressure
- Good Communication skills, Discipline, and Friendly

Projects

The following are the projects I have worked on, including debugging code, managing & maintaining, and providing IT support.

1. **Office Portfolio:**

   My experience includes web development work. The following website is developed using WordPress. I debugged the code and added features according to company requirements. As a web developer, I have a good understanding of HTML, CSS, JavaScript, MySQL, and PHP.

   Website link: https://hpvnepal.org/
   http://www.nfcc.org.np/

2. **Oky Nepal:**

   I consider this project to be one of my biggest achievements. I have been working on this project for about a year. For the development of this Android app project, I have managed all the necessary things. Basically, this project belongs to UNICEF. App development work is given to the tech vendor company and my role is to coordinate with the tech team and create the necessary tech tools. This application has been my major contribution, and I have worked as an IT support staff member on it.

   Website link: https://okyapp.info/ne/

3. **Data Profile Management website:(Rupantaran)**

   This website was built entirely by me. This website was built by first designing the UI with Figma and then writing clean HTML, CSS, and JAVA script code. During this office project, I gained experience in Excel work too.

   Website link: https://rupantaran-facilitator-profiles.netlify.app/

Freelancing

I have also done freelancing work, specializing in WordPress websites. Here are some WordPress websites I worked on debugging and adding features to.

1. https://gossipbiography.com/

2. https://himalayanfriendly.com/

3. https://wilderness-outdoors.com/

HOBBY

• Learning new stuff

• Public speaking

• 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.