Shreesh Raut

CONTACT

- 📱 9819747813
- ✉ shreeshraut11@gmail.com
- 📍 Kathmandu

SKILLS

- Team coordination
- Project Management
- training & development
- Microsoft Office Suit
- Vendor Management
- Problem solving
- Basic Programming (HTML,CSS, PYTHON)
- Data Analysis & Interpretation
- Reporting & Documentation

EDUCATION

Computer Science (+2)
J.S Murarka Multiple Campus / Lahan / May, 2021 - March, 2023

Bachelor Of Information & Technology
Texas College Of Management & IT / Kathmandu / September, 2023 - Present

WORK EXPERIENCE

Data Management & Event Coordinator
Genesis Events / Kathmandu / January, 2024 - September, 2024

- Collected, managed, and cleaned field data from promotional campaigns and activations
- Maintained accurate records of attendance, inventory, and feedback using Excel and Google Sheets
- Coordinated event logistics, including vendor communication, setup, and on-site execution
- Trained field staff and promoters for smooth campaign delivery
- Monitored campaign progress and prepared summary reports for clients
- Supported branding activities through BTL strategies like sampling, demos, and stall setups
- Ensured timely reporting and submission of campaign data to clients
- Assisted in budgeting, scheduling, and resource planning for events

TRAINING/CERTIFICATIONS

CCNA (Basic)
Texas College Of Management & IT , 2024
CCNA certified with knowledge in networking, routing, switching, and basic network troubleshooting.