# Sumit Shrestha

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## Personal Profile:

For the last 6 years I have been studying in London to gain my degree in Computing and Information Systems which I am now currently supplementing through studying CIMA. Throughout this time I have held various roles, my current position being the IT Support for a private food company.

Throughout my studies and work experience, not only have I established a good foundation of accounting knowledge, I've also developed a strong, diverse and transferrable IT skillset, including advanced use of MS Excel.

Whilst I progress with my computing and accounting qualifications, I am looking to secure part time role where I can gain more experience within an entrepreneurial company that offers growth.

## Experience:

**IT support** - *Ilfornaio Pvt. Ltd, London (Oct 13 – Present)*

- After Graduation handling IT support role along with Dispatch Supervisor.
- Email to customer and vendors regarding orders
- Inventory management systems – EXCEL documents
- Data management of order, inventory, delivery and more
- Replacing, installing and configuring computer hardware and software OS and applications
- Maintaining, troubleshooting, diagnosing and monitoring system and networks
- Backup and maintain data secure
- Setting up user's account and profiles and dealing with the password issues
- Testing and evaluating technologies and gadgets
- Providing supports on staff, either face to face or over telephone to resolve issues or set up systems with including procedural documentation and relevant reports, conducting electrical safety checks on computer equipment
- Maintaining good relationship with the staff, client and professionals

**Dispatch Supervisor** - *Ilfornaio Pvt. Ltd, London (Apr 11 – Oct 13)*

- Promoted from Dispatch team leader to Dispatch supervisor on April 2011 ⬚  Reviewing orders online, managing staff and delivery order
- Stock management and controlling online on companies system.  Dispatch team leader - Ilfornaio Pvt. Ltd. [2010 MAR – 2011 APR]
- Promoted from Packer to Dispatch team leader on Mar 2010 ⬚  Handling different packing and flow wrapping machines as line man.

**IT support** – *Gold Gym, London (Feb 11 – Nov 12)*

- Computer Networking and computer hardware replacement
- Backup and System secure
- Troubleshooting hardware and networking issues and network faults
- Managing and configuring file server and printers
- Replacing, installing and configuring computer hardware and software OS and applications
- Maintaining, troubleshooting, diagnosing and monitoring system and networks
- Setting up user's account and profiles and dealing with the password issues
- Testing and evaluating technologies and gadgets
- Providing supports on staff, either face to face or over telephone to resolve issues or set up systems with including procedural documentation and relevant reports, conducting electrical safety checks on computer equipment

- Maintaining good relationship with the staff, client and professionals

**Translator** - *IMG worldwide, London - (Nov 09 – Feb 10)*
- Translating Nepalese interviews and news to English
- Video editing according to translation and adding subtitles - Audio translation

**Computer Hardware and Network technician** - *Nap International Pvt. Ltd (Feb 07 – May 09)*
- Computer hardware assembling and troubleshooting issues
- Software installing / troubleshooting and updating
- Troubleshooting computer hardware and networking

## Education:

- CIMA, currently studying at Operational level
- BSc(Hons) Computing and Information Systems – University of West London (2012) – 2.2
- HND(Higher National Diploma) in Computing - Merit
- ISc(Intermediate Science) – National Integrated College (2006) – 61.20%
- 10 GCSE's (SLC) – Ganesh Boarding High School – 75%

## Additional Skills:

- Microsoft office 2013 (Advance) –MS Excel, MS Word, MS Powerpoint, MS Access, MS Outlook, MS Project
- MS Excel (Advance) – Logical functions (IF, OR and AND), Data functions (VLookup, HLookup), Array functions, Data sorting and entry, Macros, Statistical analysis, Dashboards
- Database design and development (intermediate) – Oracle database 11g, SQL, MySQL, MS Access
- Project Management (intermediate) – PRINCE2
- MCSE 2003 SERVER (Professional) – Trained, Exchange server 2010, MCP (Microsoft Certified Professional) windows XP Certified
- Programming Languages (advance) o Software development - JAVA, C, C++, VISUAL BASIC, QBASIC  o Web development - HTML, CSS, PHP, JAVASCRIPT
- Database design and development – Oracle 11g, SQL, MySQL, MS Access, XML
- Multimedia and 3D Animation (Professional) - Adobe Photoshop and plug-in, FL Studio, Adobe Audition, Adobe Premier, After Effects, Macromedia Flash MX, Flax, Swish and 3D Studio Max
- System virtualization (Advance) – VMware server, Microsoft virtualPC, virtualbox
- Desktop and Laptop technician (Advance) – Computer Hardware/software/Network management, installation, assembling and troubleshooting

## Hobbies and Interests:

Reading books, Technology magazines, Using/testing new software, Sketching, Playing football and Visiting different places.