**Suraj Bhujel**

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**CAREER OBJECTIVE**

Creative and IT focused Bachelor of Business Information System graduate with basic knowledge of hardware and coding like CSS, HTML, JavaScript, MYSQL and PHP seeking a job role to apply my knowledge and skills. Experienced in communicating with clients and delivering presentations, I am seeking to apply my knowledge and skills to this role. My objective is to obtain a position in IT Company where I can work with experienced people in a dynamic and inspiring environment.

**TECHNICAL SKILLS**

Programming Languages: CSS, HTML, PHP, JavaScript,

Computer Systems: Windows XP/Vista/7/8/10/11

Computer Software: Microsoft Office (Word, Excel, PowerPoint)

**QUALITATIVE SKILLS**

Excellent communication skills - explaining technical concepts

Strong presentation skills - client meetings, team briefings

Excellent time management - delivering projects, reports, programming tasks

**EDUCATION AND QUALIFICATIONS**

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| PY (Professional Year)  (ATMC professional program) | Currently enrolled |
| Bachelor’s in Business Information System  (Australian Institute of Higher Education) | 2018-2021 |
| Diploma of Business  (Southern Cross University) | 2017-2018 |

**PROJECTS**

**SRAS FOODMART website (university project)**

* Website created using .HTML, PHP, Java Script
* Project was completed on time
* The objective of the project was to build a website for customers to order food online
* Developed a back-end database to store customer details

**Ankita workshop website (volunteering project)**

* Project is still going on
* Helped to create the front-end using .HTML and CSS.
* It is being build for the small company in my home country.

**EMPLOYMENT HISTORY**

Doing Internship in DigiGround Company May 2022- present

* work with the development team on application and software development projects.
* Test software builds for bugs and behaviour issues
* Provide feedback to the development team with regards to the testing outcomes
* Create test cases for software applications
* Work with the development team to scope and develop timelines for projects
* Code reviews of current software and builds
* Provide feedback and suggestions for improvement on software development
* Work independently within a team

Worked as a Assistant Manager (OPORTO) 2017- 2022

* Using strong attention to detail to document information about food deliveries, including dates, temperatures, and quantities
* Using strong interpersonal skills to take orders and fulfil customer requirements
* Demonstrating consistent organization and time management skills to ensure orders are filled and food levels stocked
* Communicating calmly and effectively while handling any complaints and issues, resolving all problems with efficiency and empathy

Working as allrounder (Hariri Chickens) 2020- present

* Communicating calmly and effectively while handling any complaints and issues, resolving all problems with efficiency and empathy
* Communicating with distributors, recording inventory and ordering stock daily.
* Managing a team through peak service hours, ensuring a consistent and efficient service and quality control of products.

**ACHIEVEMENTS & MEMBERSHIPS**

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* Member of ACS

**VOLUNTEER EXPERIENCE**

* Volunteered in distributing foods in age care in Nepal.
* Used community organization funds to purchase ingredients
* Cooked meals
* Visiting elderly with home cooked meals