

SUSHANT KHATRI

Banksia, NSW 2216

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Sushantkhatri.com.np

Professional Summary

Detail-oriented and tech-savvy individual with strong skills in Microsoft Excel and foundational cloud knowledge through Microsoft Azure Fundamentals certification (AZ-900). Experienced in data entry, spreadsheet management, and administrative support. Seeking a part-time Administrative or Data Entry role to contribute to right data handling, record management, and team support. Currently pursuing a Bachelor of Cybersecurity in Sydney.

Key Skills

- Microsoft Excel (Advanced – Certified)
 - Lookup Functions: VLOOKUP, XLOOKUP
 - Data Entry and Spreadsheet Management
 - Microsoft Office Suite (Excel, Word, Outlook)
 - Charts, Tables, and Functions
 - Azure Cloud Fundamentals (AZ-900 Certified)
 - Record Keeping and Reporting
 - Team Collaboration
 - Attention to Detail and Accuracy
 - CRM System Familiarity
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Certifications

Microsoft Excel (Microsoft 365 Apps)

Certiport – Passed October 2024 | Score: 860/1000

- 100%: Managing Tables and Table Data
- 83%: Chart Management
- 78%: Workbooks and Ranges

- 71%: Formulas and Functions

Microsoft Azure Fundamentals (AZ-900)

Certiport – Passed May 2025 | Score: 757/1000

- 86%: Azure Management & Governance
 - 77%: Azure Architecture & Services
 - 62%: Cloud Concepts
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Education

Bachelor of Cybersecurity

Australian Catholic University

(Current – 2nd Year, 1st Semester)

High School – Science Stream

Kathmandu University High School (2021–2023)

Availability

- Available part-time
 - Can start immediately
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References

Prakriti Khatri – Registered Nurse

khatriprakriti2058@gmail.com | 0466 111 566

Shashikala KC – Registered Nurse

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