

## SUSHANT KHATRI

Banksia, NSW 2216

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### Professional Summary

Detail-oriented and tech-savvy individual with strong skills in Microsoft Excel and foundational cloud knowledge through Microsoft Azure Fundamentals certification (AZ900). 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.

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### 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)

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## Availability

- Available part-time
  - Can start immediately
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## References

Prakriti Khatri (Registered Nurse)

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Shashikala KC(RegisteredNurse)

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