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Summary

A bachelor running, young, energetic, professional candidate having a previous working experience as data entry and marketing manager, willing to add organizational value through his domain expertise.

Professional Skills

- Communication & leadership
- Analytical & interpersonal skill
- Problem Solving & Typing
- MS Office & Excel
- Python & Java Programming

Experience

Data Entry (2018 to 2019)

Nepmandu International Education Pvt Ltd
Baneshwor, Kathmandu

Accomplishments:

- Agent Form agreement
- Students Visa application form
- Documentation of students for abroad study

Marketing Manager Assistance (2020-2021)

Nepmandu International Education Pvt Ltd
Baneshwor, Kathmandu

Accomplishments

- Dealing with Foreign agent
- Marketing and branding about Nepmandu Consultancy
- Evaluating marketing and digital marketing.

Intern

SNS Migration and Education (2022/07/01-2022/08/03)
Putalisadak, Kathmandu

Accomplishments

- Documentation
- Application Enrollment Form

Front Desk Officer (July 1, 2022, to August 3, 2022)

Overseas Friendship International Hospital

Lekhnathmarg, Thamel, Kathmandu

July 1, 2022, to August 3, 2022

Accomplishments

- Efficient Patient Check-In and Check-Out
- Enhanced Patient Communication
- Administrative Efficiency
- Accurate Data Management
- Enhanced Front Desk Operations

Customer Support Representative (2022 – Present)

Innovatetech (**mySecondTeacher**)

Baluwatar, Kathmandu

Accomplishments

- Improved User Satisfaction
- Enhanced Communication Channels
- Feedback Collection and Analysis
- Training and Development
- Efficient Issue Resolution & Technical Troubleshooting
- Accurate Data Management

Education**School Leaving Certificate (2015)**

Shree Adarsha Bal Secondary School

Sundar Bazar, Lamjung

Intermediate (+2), Management (2016-2017)

Computer Science specialization

Southwestern State College

Basundhara, Kathmandu

Bachelor of Business Studies (2024- present)

Saraswathi Multiple Campus

Lekhnathmarg, Thamel, 44600

Courses and Certification

- Artificial Intelligence (AI) Training (Feb 2022- May 2022), Broadway Infosys Nepal Pvt. Ltd, Shriganesh Marg, Kathmandu 44600
- Digital Skills: Digital Marketing(May 2022- June 2022), Future Learn
- Study UK: A guide to Education Agents(Jan 2022 -Feb2022), British Council.

Reference

Pratik Adhikari, Founder & CEO
Nepmandu International Education Pvt Ltd
Contact no.9851255263
New Baneshwor, Kathmandu, Nepal,

SNS Migration and Education Service
Contact no. 015323933
Putalisadak, Kathmandu, Nepal

Dr. Prashant Mandal
Overseas Friendship International Hospital
Contact no. 9851127444
Lekhnathmarg, Thamel, Kathmandu