

## Mr. SANJAYA KHANAL THAPA

New Baneshwor – 10, Kathmandu  
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## PROFILE

A dedicated and highly competitive professional with a keen interest in IT based roles. Currently pursued a BCA (Bachelor in Computer Application), I thrive in challenging environments where I can enhance my knowledge and skills. I am passionate about innovative solutions using IT and excel in dealing with people from various sectors.

## WORK EXPERIENCE

### UK Education Counsellor cum Marketing Officer

Aussie International Education,  
Kathmandu

November 2024 – November 2025

- Counsel the students for foreign education for UK.
- Build networking in colleges, outreach events programs conducting different programs.

### Business Development Officer

Nirvana Counselling Centre, Butwal  
August 2024 – October 2024

- Digitalize the presence of consultancy in Social Media
- Build networking in colleges, outreach events programs conducting different programs.

### Computer Hardware and Networking Officer

Lumbini Media Hub Pvt. Ltd, Butwal

May 2023 – July 2024

- Installation, Configuration and Maintenance of Computer system and peripheral devices.
- Identifying, diagnosing and resolving hardware and software issues promptly, minimizing disruptions to business operations.

### Social Media Manager

Aagan Ko Khabar, Online Media Portal  
November 2022 – May 2023

- Managed social media accounts and created engaging content.
- Analyzed social media metrics to improve engagement.

### Assistant Computer Operator

Ministry of Women, Children and Senior Citizen, Lumbini Province  
July 2022 – December 2022

- Provided administrative support
- Assisted in maintaining records and documentation.

### Assistant Computer Operator

Ministry of Labor and Transport Management, Lumbini Province  
March 2022 – July 2022

- Managed computer operations and provided IT support.
- Assisted in administrative tasks and data management.

## EDUCATION & TRAINING

### BCA (Bachelor in Computer Application)

Butwal Kalika Campus (Recent Graduate)

### 10+2 in Computer Management

Horizon Gautam Buddha School, Tilottama  
CGPA: 3.35

### SEE

Chakreshwor English Boarding School, Gulmi  
GPA: 3.15

### Certifications:

- Computer Basic Training
- Diploma in Graphic Designing
- **British Council certified counsellor**  
Certification no. 89710

## CORE SKILLS

1. Strong command over written and spoken English and Nepali.
2. Proficient in MS Office (Excel, Word, powerpoint ), Ms 365 applications and Internet
3. Strong time management, multitasking, and organisational skills as well as Social Media Marketing.
4. High level of accuracy, attention to detail, and ability to manage confidential information
5. Have two wheeler driving license.
6. Ability to complete tasks with minimum supervision and prioritize work.

Youtube Channel : SarcasticNepali02