



NISHAN BHATTARAI

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SUMMARY

Proficient Administrative Assistant with over 7 years of office experience, specializing in administrative work, problem solving, planning, and optimal assistance. Known for increasing productivity and relieving workload of managerial staff. Proven efficiency with an ability to quickly learn and navigate any computer software program, or office filing system. Worked as a Computer Trainer for more than 3 years.

WORK EXPERIENCE

Computer and Mobile Technician March 2017 - 2022

- Developed interactive and engaging lesson plans for students of all ages to learn computer fundamentals and software applications.
- Installed and configured computer hardware, software, systems, networks, printers, and scanners in accordance with established standards and procedures.
- Input and updated customer and employee data into computer systems, including customer records, billing, and payroll.

The Prakash Tradelink Jan 2022 -2023

- Manage all accounting transactions and handle monthly, quarterly and annual closings.
- Repair and replace eBike components and systems, assemble new eBikes out of the box and perform quality control checks.
- Helping maintain a brand by working on marketing campaigns.

Markeeting manager at Kamees Technical Services, Dubai Mar 2023 - Jul 2023

- Strategy development and planning of campaigns that can promote the business and generate genuine traffic (both offline and online).
- Creating engaging and informative content for the website, blog, social media, and any other content marketing channels that the business might leverage

EDUCATION

Intermediate, Devi Higher Secondary School Jun 2017

Devi Secondary School, Birtamode, Jhapa

- Major in English, Health, Psychology and Population.
- Physical activites like teaching, Vollyball, Table Tennis and social awareness.

Juniour Computer and Hardware Technician Year 2022

Council For Technical Education and Vocational Training

- Computer Fundamentals, Computer Operator, Mobile Repairing, Web and Graphic Design.

ADDITIONAL INFORMATION

- **Technical Skills:** EV auto bikes technician, Computer Engineer, Project Management, Mobile technician, CCTV maintainance.
- **Languages:** English, Nepali, Hindi.
- **Certifications:** CTEVT Computer Technician, Mobile Technician, Sales and service, Accountant.
- **Awards/Activities:** Running a social awareness program in health, population and no to drugs.