



SUMAN BHAGAT

📍 **Home** : gauradaha, Jhapa, 57200, gauradaha, Nepal

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Gender: Male **Date of birth**: 05/07/1998 **Nationality**: Nepalese

ABOUT ME

A young energetic, self-motivated and hard working person of 25 years old with sound personality. I have completed high school education from management background with additional computer science as a major subject and pursuing undergraduate program with bachelor in computer application (BCA) program. I have experienced from different field during my academic period like as school teacher and administration, ISP company and handle CMS software of company. Whereas, I have gained better knowledge from this fields. I am eager to kickstart my career with a passion in a office administration and technical field. I bring a solid foundation in official related task to its management as well in IT related activities, developed through coursework and training.

A quick learner with a strong attention to detail, I am enthusiastic about applying my academic knowledge to real-world challenges. Seeking an entry-level position where I can contribute my skills, learn and grow within a dynamic professional environment.

WORK EXPERIENCE

[02/10/2022 – 11/06/2023]

Secondary school teaching assistant

Delhi Public school, Biratnagar <https://dpsbiratnagar.edu.np/>

City: Biratnagar, Morang

Country: Nepal

Email address: mrbdpsp@gmail.com

Business or sector: Education

- Teaching computer subject to lower secondary level students.
- preparing and handling exam related activities.
- handling exam department and responsibility with students result keeping and recording and managing files and documents of academic session.
- handling general IT work as IT incharge of organization.
- collaborative and team work performing with all the staff members.
- working on office application for documental work.

[05/07/2021 – 11/10/2021]

retail support

classictect internet service provider

City: Biratnagar

Country: Nepal

-monitoring internet connectivity, link and servers through system.
-problem troubleshooting.
supporting field staff.

Primary school teaching assistant

Bal Batika English School

City: biratnagar

Country: Nepal

- teaching computer subject for lower secondary level students.

EDUCATION AND TRAINING

[11/04/2017 – Current]

Bachelor in Computer Application

Purbanchal university, Biratnagar, Nepal <https://pusat.edu.np/>

City: biratnagar

Country: Nepal

[08/02/2016 – 13/11/2017]

High School (10+2) Computer Science, Commerce

Mount Everest higher secondary school.

City: gauradaha

Country: Nepal

DIGITAL SKILLS

Computer literacy(Microsoft Word,Excel,Office,Powerpoint,Outlook,Adobe Photoshop) | C++ Programming - Beginner

COMMUNICATION AND INTERPERSONAL SKILLS

Effective Communicator

- Write here the dProven ability to convey complex ideas in a clear and concise manner, ensuring understanding among diverse audiences.
- Demonstrated excellence in written communication through [mention any reports, documentation, or correspondence you've handled].
- Facilitated team meetings, fostering open dialogue and encouraging input from all team members.

escription...

Active Listener

- Write here the descriptiRecognized for active listening skills, leading to a deep understanding of client and team needs.
- Implemented feedback mechanisms in previous roles, contributing to a continuous improvement culture.

on...

Collaboration and Teamwork

- Successfully collaborated with cross-functional teams to achieve project milestones, exemplifying adaptability and a collaborative spirit.
- Developed and maintained positive working relationships with colleagues, promoting a harmonious and productive work environment.

DRIVING LICENCE

Motorbikes: AM

Motorbikes: A

LANGUAGE SKILLS

Mother tongue(s): Nepali

Other language(s):

English, German, Hindi

LISTENING A2 **READING** A2 **WRITING** B2

SPOKEN INTERACTION B1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

HOBBIES AND INTERESTS

photography

Passionate about capturing moments and expressing creativity through photography. Developed an eye for detail and a strong sense of composition, skills that translate well into my professional work.

Fitness and Well-being

Write here the description...Maintain a healthy and active lifestyle through regular fitness routines, promoting discipline, time management, and a proactive approach to well-being.

Travelling

Enthusiastic traveler with a keen interest in exploring diverse cultures. Developed adaptability, cultural sensitivity, and the ability to thrive in new and challenging environments.

Reading and Learning

Reading habit enhances my analytical and critical thinking skills. Similarly, I dedicate free time in learning new things instance new languages and others.