



## Sudhan Bhattarai

**Passport:** PA4531148 **Work permit:** Nepalese **Nationality:** Nepalese

**Date of birth:** 11/05/2006 **Place of birth:** Ghorahi, Dang, Nepal **Gender:** Male

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### ABOUT ME

I am a motivated and enthusiastic beginner in the field of management and computer studies. I have a strong interest in learning new skills, improving my knowledge in business and technology, and contributing effectively in professional environments. I am organized, responsible, and eager to take on challenges that help me grow both personally and professionally.

### EDUCATION AND TRAINING

#### Bachelors in Information Technology

##### *Kuleshwor Awas Campus*

**City:** Kathmandu | **Country:** Nepal | **Level in EQF:** EQF level 6

- Fundamentals of Information Technology
- Basic Programming Concepts
- Computer Hardware and Software Basics
- Introduction to Web Technologies
- Problem Solving and Logical Thinking
- Basic Database Concepts
- Computer Applications and Office Tools

#### High School ( SLC )

##### *Gyanodaya Secondary School*

**City:** Kathmandu | **Country:** Nepal | **Level in EQF:** EQF level 4

Principles of Management  
Accounting Fundamentals  
Economics and Business Environment  
Computer Applications and Basic IT Skills  
Office Applications (Word, Excel, PowerPoint)  
Basic Business and Financial Understanding

### WORK EXPERIENCE

 **Moment Creation Digital Studio** – Kathmandu, Nepal

#### Receptionist

Welcoming and assisting visitors  
Handling phone calls and emails  
Scheduling appointments and managing front desk activities  
Maintaining records and office documents

Providing administrative and customer support

SKILLS

Social Media / Microsoft Office / Virtual Assistant / Photography / Videography / Graphics Designing / Coding / Freelancing / Receptionist

LANGUAGE SKILLS

Mother tongue(s): Nepali

Other language(s):

English

LISTENING B2 READING C1 WRITING C1

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

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

DIGITAL SKILLS TEST RESULTS

|                                                                                    |                                 |          |             |
|------------------------------------------------------------------------------------|---------------------------------|----------|-------------|
|    | Information and data literacy   | ADVANCED | Level 6 / 6 |
|    | Communication and collaboration | ADVANCED | Level 6 / 6 |
|  | Digital content creation        | ADVANCED | Level 6 / 6 |
|  | Safety                          | ADVANCED | Level 6 / 6 |
|  | Problem solving                 | ADVANCED | Level 6 / 6 |

Results from a [self-assessment](#) based on [The Digital Competence Framework 2.1](#)

I hereby declare that all the given information in the resume is accurate and true. I am an hard-working and honest person with various capabilities and responsibilities. I seek for better and greater than yesterday.

Kathmandu 44600



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