RAMAK MAHARJAN

IT Enthusiast

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chovar,kathmandu,44600

D.O.B : 1998-06-06

SUMMARY

Highly motivated and professional IT support officer with over 2 years of experience providing high-level support to senior executives. Enthusiastic about IT technologies and constantly seeking new challenges to grow both personally and professionally. I always believe in the power of time.

EDUCATION

St.Xavier's College Maitighar, Kathmandu Tribhuwan University

Bachelor's Degree in Information Management(BIM)
2015 – 2019

SKILLS

Technical Skills:

- Familiar with IT Technologies and CMS (Content Management System): WordPress Development
- An understanding of HTML, CSS, JavaScript, PHP, and Laravel
- Database Knowledge: SQL, MySQL
- Basic knowledge of Hardware & Networking

Software Skills:

- Microsoft Office: MS Word, Excel, Outlook, PowerPoint
- Adobe Photoshop, Canva, Figma

PERSONAL SKILLS

- Exceptional communication and interpersonal skills
- Discipline, Friendliness, Punctuality
- Strong organizational and time-management skills
- Ability to work independently and as part of a team

HOBBIES

- Learning new stuffs
- Public speaking
- Travelling

PROFESSIONAL EXPERIENCE

IT Officer

NFCC(Nepal Fertility Care Center) | 2021 - 2023

- Developed official work-related websites for restoring data and exploring information for a smooth and secure work process using web technologies.
- Monitored and analyzed data by creating survey questions and using the Kobo toolbox (an online data management system).
- Having a good understanding and work experience with office packages, such as documenting, e-mail writing, spreadsheets, and PowerPoint presentations.
- Managed all the information systems, coordinated with the tech team, and worked on the required tasks to ensure the app project was successful by providing IT services on the Unicef project Oky Nepal app development.
- Worked on banner design, event frame design, and other official work designing with Adobe Photoshop, Canva, and Figma.

Junior Web Designer

GAMENIC NALAMIZ PVT, LTD | 2020 - 2021

- Worked on the hospital website to add new features and make it more interactive and mobile-friendly.
- Designed issues problem and solved them with clean CSS code.
- Worked with senior developers on query and code optimizations.

PROJECTS

- **Student-Management-System-Website / PHP**
- **Data Profile Management Website /HTML/CSS/JS**
- **Ecommerce-Website /Laravel**

LINKS

LinkedIn: https://www.linkedin.com/in/romak-maharjan-39b79515b/

Portfolio: https://mr-romakportfolio.netlify.app/

Github: https://github.com/romakmaharjan