

SAMRAT BELBASE

CV

📍 Butwal -13, Rupendehi, Lumbini, Nepal, Belbas 📞 9864445885 ✉ samratbelbase408@gmail.com

A highly skilled IT professional with strong technical expertise in [specific technologies or platforms], complemented by solid administrative abilities. Experienced in managing IT systems, troubleshooting technical issues, and providing strategic support, while also handling administrative tasks such as scheduling, project coordination, data management, and report preparation. Proven ability to optimize workflows, manage resources efficiently, and ensure smooth communication between teams and departments. A proactive problem-solver with excellent organizational skills and a focus on improving operational efficiency.

WORK EXPERIENCE

Data entry Lumbini Banijya Campus, Butwal	Dec 2023 - Jun 2024
Office Assistant Lumbini Banijya Campus, Butwal	Aug 2024 - Present

EDUCATION AND QUALIFICATIONS

Bachelor in Computer Applications
Crimson College of Technology, Pokhara University, Butwal

INTERESTS

Programming, Designing, Cricket, Hiking

SKILLS

Microsoft office package(Word,Excel,PP....)	Skillful
Web and Banner Designing	Skillful
File Handling	Experienced
Communication	Experienced
Nepali Typing	Skillful
Data Entry	Experienced
Programming(Web based)	Intermediate