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# Pankaj Raj Joshi

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## PROFESSIONAL GOAL

Aim to constantly improve my abilities, knowledge, and experience in my field of specialization while also having a good impact on the organization. I aim to be a valuable asset to the firm by bringing new solutions to complicated problems and contributing to the organization's growth and success.

## EDUCATION

**New Summit College, Shantinagar** - *Bachelors*

2022 - present

**Kathmandu Model College** - *Intermediate*

2019 - 2021

**Stepping Stone English School** - *SEE*

2011 - 2019

## EXPERIENCE

**TECH- TRIX, Kathmandu** - *Volunteer*

SEPT 15, 2023

- Worked as a volunteer in the event.
- Assisted in planning and coordinating logistics for workshops, seminars, and tech talks, ensuring seamless execution and participant engagement.
- worked along with a group of volunteers to plan and carry out activities targeted at raising target audience awareness of technology.

**KMC CARNIVAL, Kathmandu** - *Organizer*

May 21, 2023

- Represented New Summit College at the KMC Carnival, presenting to attendees and visitors the goals, ideals, and essence of the organization.
- Led a team of volunteers, providing guidance, and maintaining a cohesive working environment to achieve objectives effectively.
- Worked as an organizer in the program and represented the college.

**NEW SUMMIT ENTRANCE, Kathmandu** - *Counselor*

Sept 15, 2022

- Worked as a Counselor on the new summit college.

- Assisted prospective students and their families throughout the college admission process, providing information, guidance, and support to facilitate informed decisions.
- Conducted individual counseling sessions with students to understand their academic interests.

#### **Future Hub Asia Pacific, Ranibari Lazimpat - Intern**

- Input and manage data in company system.
- Provides technical support and troubleshooting for hardware/software issues.
- Manages initial technical queries and resolves basic IT problems.
- Maintains and secures company databases.

## **SKILLS**

- **Communication:** Able to communicate clearly to a variety of audiences via written, spoken, and interpersonal mediums.
- **Microsoft Office:** Skilled in utilizing Microsoft Office suite proficiently, including Word, Excel, and PowerPoint, for creating comprehensive documents, spreadsheets, and presentations.
- **Management of Time and Problem Solving:** Capable at setting priorities, managing deadlines, and using creative problem-solving techniques to effectively overcome obstacles.
- **Leadership Roles:** Effectively led teams, encouraged teamwork, and helped the group achieve goals by providing strategic direction and planning.
- **Soft Skills Development:** Developed strong interpersonal and conflict-resolution abilities, as well as empathy and adaptability, which helped to create a peaceful workplace.
- **Video/Photo Editing:** Familiar with CapCut, Canva, adobe photoshop.
- **HTML, CSS, JS.**

## **LANGUAGES**

Nepali, English, Hindi, Dotali, Tharu.

## **HOBBIES AND INTERESTS**

Automobile Sector Research, Traveling, Editing, Photography, Cooking, Driving.