

ROJAL BAJRACHARYA

Lazimpat, Kathamandu 44600, | +977 9818571294 | rojalbajracharya06@gmail.com
| linkedin.com/in/rojal-b-7910152a1

OBJECTIVE:

Motivated Bachelor in Information Management graduate seeking an entry-level IT or web development role where I can apply technical, analytical, and problem-solving skills in a professional environment.

WORK EXPERIENCE:

Document Officer

Karma International Employment Services Pvt. Ltd. | 16 January – Present

- Manage end-to-end documentation process for overseas employment applications (Romania & Cyprus)
- Handle document verification, data entry, and record maintenance
- Prepare and organize visa, employment, and compliance documents
- Coordinate with candidates and internal teams to ensure accurate submission
- Maintain digital and physical records with accuracy and confidentiality

Sales Executive & Web Consultant

Webroyale (Astute Digilab) | 01 April, 2024– September 13

- Assisted in building and developing client websites
- Provided consultation on website structure and user experience
- Collaborated with development team during project execution
- Supported website testing and optimization

Intern– Commercial, Information Technology & Ground Operations (CITGO)

Himalaya Airlines| 20 December, 2024– March, 2025

- Supported Passenger IT operations and system handling
- Assisted in customer data management and reporting
- Contributed to system documentation and workflow coordination
- Gained exposure to airline commercial and operational systems

Intern – Maintenance & Engineering (Procurement Department)

Himalaya Airlines| July 18, 2025 – August 29, 2025 (Extended Internship)

- Selected for extended internship after successful completion of CITGO training
- Assisted in procurement documentation and vendor coordination
- Supported maintenance-related purchase processes and internal approvals

PROJECTS:

Website Development Project – Women's Clothing Business

- Built an e-commerce website to showcase the women wears of my mom's clothing business
- Developed a basic website for women's wear business during summer project work
- Designed simple website structure to showcase clothing products
- Supported online business presence for small-scale retail promotion.

EDUCATION:

Kantipur Collage of Management and Information Technology, Mid-Baneshwor
2021– 2025 | Tribhuvan University
Bachelor of Information Management – GPA: 3.47
Related Concentration–Information Technology & Data Analytics

SKILLS:

- Basic Front-end and back-end web development
- Microsoft Excel (Data entry, basic analysis, Pivot Tables)
- Documentation and Record Management
- Client Communication
- Data Handling and Reporting
- Web performance optimization
- Programming languages