

TILAKMAN KARKI

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Skills

- Team collaboration
- Help desk support
- Time management
- Technical support
- Database administration
- Technical troubleshooting
- Data quality management
- Customer service
- Documentation skills

Professional Summary

Highly skilled Computer Operator with expertise in configuring controls and executing daily tasks efficiently. Demonstrates exceptional collaboration and communication skills, consistently resolving minor issues promptly and contributing to the resolution of more complex problems. Recognized for meticulous attention to detail in data management and adherence to established procedures.

Work History

Computer Operator 05/2024 to 10/2024

Waste & Environment Management Pvt. Ltd. – Itahari, Sunsari

- I manage data within a database management system (DBMS), ensuring accurate data entry, timely updates, and proper record retrieval
- I have also developed expertise in preparing and organizing documentation, using Microsoft Office tools like Excel for data analysis and Word for report generation
- My proactive approach and strong work ethic have allowed me to contribute effectively to the team, ensuring smooth data operations and administrative processes

Education

10+2: Computer Engineering(9-12) 04/2024

Janata Secondary School - Gauradaha-01 Jhapa

- I successfully completed my Class 12 in Computer Engineering, achieving a 3.49 GPA in a course run by NEB. During my studies, I gained strong knowledge in programming languages such as C#, Java, and C++, which I am eager to apply in a professional setting. My technical skills, combined with practical experience in data entry, make me a motivated and capable candidate for this role.
- GPA: 3.49

Hobbies and Interests

- Digital Art
- Tech Meetups and Conferences
- Gaming
- Programming Projects

Personal Information

Title: It Student

Languages

Nepali: Native language

English:  B1

Intermediate