

## Personal Details:

Name : Mahesh Dahal  
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Date of Birth : March 4<sup>th</sup>, 1993  
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Nationality: Nepali  
Marital Status: Single

## Objective:

To obtain a position where I can maximize my multilayer of IT and management skills, data management skills, quality assurance, program development, training experience, customer service, and a successful track record in the IT and management environment.

## Summary of Qualifications:

Results-oriented, high-energy, hands-on professional, with a successful record of accomplishments in the IT and general management, education and training, and communication transmission organization.

Experience in technical skills, Training and skill development, administrative management, communication industry, education and training, quality assurance, and customer service with focus on providing the recipient with the highest quality service.

Major strengths include strong leadership, excellent communication skills, competent, strong team player, attention to detail, dutiful respect for compliance in all regulated environment, as well as supervisory skills including hiring, termination, scheduling, training, payroll, and other administrative tasks. Thorough knowledge of current manufacturing practices, and a clear vision to accomplish the company goals. Computer and Internet literate.

## Professional Accomplishments:

- An articulate qualified IT teacher and trainer who is able to effectively communicate with students and professionals from diverse backgrounds or varying degrees of ability. A committed and dedicated professional with a proven ability to teach, motivate and direct students to maximum performance by encouraging a positive and energetic environment.

- Facilitated management and IT projects successfully over the past 6 years for different reputed education centres in Kathmandu, Nepal and assure compliance with different organization regulating and quality systems.
- Provided daily operational review/quality control of service accountability as it relates to imposed government regulatory requirements in an educational environment as well as management field.
  - Assisted other team members in daily operating work environment, customer care
- Successfully supervised staff and support them where necessary. Provided customer intervention/resolution, training in telephony and customer care, Scheduling, Quality Control, Payroll, and special projects/ reviews and evaluations to ensure proper achievement of organizational goal.
- Face to face customer interaction when required, and travelled for evaluation and suggestions in using the evaluation and monitoring management.
- Served as Supervisor and counsellor for students in the development of their course and personal skills.

## Education

2022-2024

Masters in computer System(MCS)| Phoenix College of Management

2010 - 2015

Bachelor of Information Management (BIM)| Undergraduate Degree, Kantipur  
College of Management and Information Technology (KCMIT), Kathmandu

- TU affiliated

Management| Senior High, NASA International College, Tinkune, Kathmandu

1996 - 2007

Elementary and Junior High | Shree Sahid Dasarath Higher  
Secondary School, Jhapa

## Work History:

July 2016- December 2018

- Program coordinator| Apollo International college

May 2014 – August 2014

- Intern | F1 soft International, Naxal

June 2013 –August 2013

- Editor/Designer Annual College Magazine ‘MONTAGE’| KCMIT College

December 2014- Present

- Head of Department (Computer Science)| Creation Academy

July 2015- July 2018

- Lecturer |Universal College(Tribhuwan University)|MIS/E- COMMERCE/CSIT

July 2015- Present

- Lecturer| Apollo International college (PU)|CSIT/MIS/E-business

July 2015- August 2018

- Lecturer| Excel Business College (PU)|MIS

October 2017

- Lecturer| Everest College (TU)| MIS

**Current Affiliation:**

- CEO @ Cosmotech International Pvt. Ltd.
- Adjunct Faculty member at KCMIT, Imperial College, Padma Kanya Multiple Campus

**Technical Skill**

Operating System : Windows XP, 7, 8, 8.1, 10, UNIX, Linux

Programming language : C, C++, Java, Q-basic

Scripting language: HTML, CSS, PHP

Database : MYSQL, SQL Server, Oracle

Packages: MS-Office (Word, Excel, PowerPoint)

Hardware: desktop fluctuations and diagnosis

## Language Skills

English Professional working proficiency

Nepali Native or bilingual proficiency

Hindi Limited working proficiency

## Volunteer/ participation experiences

- Trainer and facilitator at lions club kathmandu
- Participant in KU IT-Meet2013
- Volunteer at ICTmela 2013
- Vice President at KCMIT Club
- President at JRC
- President at COCAP central Volunteer Association
- IT consultant at various organization

Declaration: All the above declarations are true to the best of my knowledge.