BIBAS MALLA THAKURI

FRONTEND DEVLOPER/ QA/ ADMINISTRATION

ABOUT ME

I am a proactive IT professional with experience in administration, data analytics, front-end development, and quality assurance. I excel in teamwork, quick decision-making, and managing tasks under pressure. I am seeking a challenging role to continue learning and contribute to a dynamic team.

CONTACT

- bibasmalla1@gmail.com
- 9814160410
- Pokhara, Nepal

EDUCATION

Infomax College of BSc IT and Management, affiliated with Asia Pacific University

Bachelor of Science in Information Technology

2021 - April 2024
GPA: 3.08

LANGUAGES

- English
- HIndi
- Nepali

WORK EXPERIENCE

- **Dohoro Management Pvt. Ltd.**
- IT Professional
- [August, 2023] - Present
- Conducted administration tasks to ensure smooth office operations.
- Utilized Power BI and Zoho Analytics for data visualization and reporting, enabling data-driven decision-making.
- Managed and analyzed data using MS Excel, ensuring data accuracy and integrity.
- Created presentations and documentation using MS Word and PowerPoint to support various projects.
- Coordinated tasks and projects using Monday.com, enhancing team collaboration and productivity.
- Performed data entry with a high degree of accuracy, supporting the maintenance of comprehensive records.

QUALITY ASSURANCE EXPERIENCE

- Gained practical experience as a Quality Assurance (QA) professional, identifying bugs and ensuring product quality.
- Proficient in using Jira for tracking issues and managing project workflows.
- Demonstrated skills in designing efficient testing processes to improve software reliability.

SKILLS

- Data Analytics: Power BI, Zoho Analytics
- Office Applications: MS Excel, MS Word, PowerPoint
- Project Management Tools: Monday.com, Jira
- Web Development: Front-end development
- Other: Data entry, Administration