



Sangit Shrestha

Front End Developer Intern

Contact

+977-9819198346

leosangit19@gmail.com

Manamaiju-09, Tarkeshwor, Kathmandu

Education

Bachelor of Arts in Social Work 2019-2022
South Western State College

Intermediate (Management) 2016-2018
South Western State College

School Leaving Certificate (SLC) 2002-2015
Marshyangdi Bal Jyoti English Boarding School

Social Entrepreneur IBS June 2021
Fil. Dr. Jan-U. Sandal Institute

Skills

- Administrative Support
- Communication
- Teamwork & Collaboration
- Microsoft Office
- Problem Solving & Organizational Skills

Language

- English
- Nepali
- Hindi

About Me

Motivated and detail-oriented Front-End Developer with a strong foundation in web technologies including HTML, CSS, JavaScript, and React. Recently completed Web Development Training for Broadway Infosys and developed personal projects focused on building interactive user interfaces. Eager to grow in a dynamic team environment and contribute to developing modern, responsive websites while learning from experienced professionals.

Experience

Office Assistant August 2023-Feb 2024
Meta Holidays Pvt. Ltd.

- Provided administrative support, including managing schedules, organizing meetings, and handling client communications.
- Assisted in the preparation of documents and presentations, ensuring accurate and timely delivery.
- Maintained office files and records, improving the efficiency of document retrieval and storage.
- Assisted with onboarding and employee communications, contributing to a positive workplace environment.
- Managed office supplies, vendor relations, and ensured the smooth operation of office activities.

Secretariat Officer July 2022- November 2023
Lions District 325 J, Nepal

- Coordinated meetings, prepared minutes, and communicated with district officers to ensure effective operations.
- Managed the filing system for important documents, including event records, memos, and member communications.
- Assisted in organizing district-wide events, managing logistics, and communicating with participants.
- Supported HR-related tasks, including maintaining records of volunteer and member attendance, and handling administrative tasks related to membership.
- Collaborated with a team to ensure smooth and efficient district operations, fostering a cooperative and professional environment.

Volunteer Experience

District Administrator July 2023 - Present
Leo District Council 325 J, Nepal

Region Coordinator July 2022 - June 2023
Leo District Council 325 J, Nepal

Club President July 2021 - June 2022
Leo Club of Kathmandu Makhmali

Club Vice President January 2019 - June 2021
Leo Club of Kathmandu Makhmali

Trainings

Web Development Training
Broadway Infosys Pvt. Ltd.