

ANITA DHANUK

Haldukhal Bheemdatt-7, Kanchanpur, Mahendranagar, Nepal

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ACADEMIC QUALIFICATION

Bachelor of Information Management, Orchid International College, affiliated to Tribhuvan University (TU), Kathmandu; CGPA:3.5/4.0; 2024

Portfolio: <https://www.anita-dhanuk.com.np/>

PROFESSIONAL EXPERIENCE

Junior Database Administrator Suga Incorporation Pvt. Ltd., Kathmandu *1' Dec 2024-Present day*

- Managed and maintained structured datasets, ensuring data integrity, consistency, and quality across all records
- Wrote optimized SQL queries to extract, transform, and load (ETL) data for business reporting
- Generated analytical reports from refined datasets to support informed business decision-making
- Identified and resolved data discrepancies, improving reliability of data used across departments
- Documented database structures, query logic, and data workflows to support team knowledge sharing
- Collaborated with cross-functional teams to understand data requirements and deliver accurate outputs on time

Project Manager Trainee, Digital Mastery Nepal, Tinkune, Kathmandu *20'July-30'Nov 2024*

- Assisted in planning, organizing, scheduling and tracking of various project like easy home furniture, repair mate
- Operated day to day communication with team member with the help of tool called Microsoft teams, which lead to smooth project workflow
- Advised area of improvement and implementing corrective actions by analyzing project performance metrics
- Prepared detailed project documents including progress reports, risk assessment and final deliverables
- I coordinated with end-to-end delivery of a live client project on a website called [Easy Home Furniture](#).
- Also conducted quality assurance (QA) checks to maintain high standards across all phases of the project lifecycle
- Use of Microsoft project for creating detailed project timelines and gantt charts

Academics Projects

Title: Course Review Management System

Duration: April '5 -Sept'27

Team size: Individual

Synopsis: The project course review management system is a platform designed to collect and manage student feedback on academic courses, promoting transparency and continuous improvement in education. It allows students to rate and review courses taught by different teachers based on factors like teaching

quality, course quality, and overall experience. The system includes features for advanced search, filtering, and analytics, enabling users to make informed decisions and institutions to identify areas for improvements. With the role of administrator, students and instructors, the platform ensures secure, moderated feedback while fostering accountability and enhancing the quality of education

Language: Using HTML, CSS, PHP, Javascript and MySQL

Tools: Sublime, Microsoft project, database, Xampp, draw.io, selenium

Title: Tech Information System

Duration: 3 months 2021

Team size: 3

Synopsis: The project tech information system is an online platform designed to provide detailed information about various gadgets, including smartphones, laptops, cameras and smartwatches. Users can explore catalog with specifications, features, and images of each gadget. It includes a search and filter option to find gadgets based on brand, price or features. The system also allows users to leave reviews and ratings, offering insights from real-world experience. This platform helps users make informed decisions about their gadget purchase.

Certification and Training

- Completed 3 months internship training and gained expertise in advanced SEO techniques, including keyword research, on-page and off-page SEO, technical SEO, and analytics, leveraging tools like SEMrush, Ahrefs, Google Analytics, search console to enhance website performance and search engine rankings, Apr'24- June'24
- Participated in the workshop on Angular development at Orchid International, Kathmandu, Sep'23.
- Completed 3 months Web Design professional training, skills academy.
- Completed a 45 Hours of professional Python and Django training from Broadway Infosys (ISO certified), Shriganesh Marg, Kathmandu, Nov'22- Dec'22

Programming Skills

Development Python(Django), HTML, CSS, JavaScript, PHP, Bootstrap, MySQL

Other Programming Languages Java , C

Tools, Technology Github

Data Visualization PowerBi (Basic)

Operation System Windows

Networking CISCO (Setting up routers, Dynamics IP address assign, Static and dynamic routing, IPv4and IPv6, Multicast routing, Multimedia Routing)

Graphic Designing Adobe Photoshop (Basic), Adobe Illustration (Basic), Adobe Premium pro (Basic), Canva

Award and Achievements

- Recognized for exceptional leadership and organizational skills in managing events and programs as an active member of Club Orchid, contributing to the success of various college initiatives
 - Gold medalist at district level school Running competition
 - Achieved second position in spelling contest in inter school competition
 - Gold medalist at district level school table tennis competition
 - 2nd runner up at Badminton in inter school competition
- ### **Project and Experience**
- Personal portfolio -Using HTML, CSS
 - Stop watch- Using HTML, CSS
 - Credit Card Detection system - Using tool Jupyter notebook, excel, Python, dataset from kaggle, anaconda software for development,

Technical Skills

- Data Analytics
- Content Optimization
- Expertise in tools: SEMrush, Ahrefs, Google Analytics, Keywordtool.io, Excel, wordpress ● Project Management
- SEO ● Data
- Using Anaconda
- NumPy/Pandas

General Skills

- Leadership skill
- Communication skill
- Teamwork and collaboration
- Time management
- Adaptability
- Creativity and Organizational skill **Extracurricular Activities**
- Represented Nav Pratibha Public Secondary School at district level table tennis tournament held at Kabbadi hall, Mahendranagar, in the year 2015
- Participated in two months barista training and learn to make varieties of beverages, on 2nd June 2019
- Performed as a part time member of the cultural program at college which demonstrated far western culture and tradition
- Performed as a guitarist at the annual function