

AMRIT RAJ MAINALI

Temal, Kavre | 9843933261 | amritmainali34@gmail.com

ICT professional with experience in IT operations, Management Information Systems (MIS), database management, hardware and network support, and digital identity services. Skilled in website administration, technical support, data management, and public service delivery. Seeking to contribute technical expertise and problem-solving skills in an international and collaborative work environment.

EXPERIENCE

OCT, 2017-
DECE, 2019

IT OFFICER | SAMANANTAR NIRMAN SEWA PVT.LTD

- Operate company website and manage daily official MIS work.
- Check, configure, and maintain computer hardware and network infrastructure.
- Monitor company database system and operate company mobile software.
- Prepare IT related workshop for all staff.

2020-NOW

COMPUTER OPERATOR |DEPARTMENT OF NATIONAL ID AND CIVIL REGISTRATION

- Managed demographic data entry and verification for Nepal's National Identity Card system.
- Collected biometric information including fingerprints, iris scans, facial photographs, and digital signatures.
- Ensured data accuracy, confidentiality, and compliance with government data protection standards.
- Provided technical support and assisted citizens throughout the enrollment process.

EDUCATION

MASTERS IN INFORMATION AND COMMUNICATION TECHNLOGY(MICT), TRIBHUVAN UNIVERSITY, 2026

BACHELOR IN INFORMATION AND COMMUNICATION TECHNLOGY(BICT) TRIBHUVAN UNIVERSITY, 2017

SKILLS

- Hardware & Network Troubleshooting
- Database Management
- Management Information Systems (MIS)
- Microsoft Office Suite
- Website Administration (WordPress)
- Graphic Design
- SEO Fundamentals
- Digital Marketing
- English & Nepali Typing
- Communication & Teamwork

REFERENCES

Mr. Niroj Kumar Thapaliya
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