

Ms. BIPASNA BAJRACHARYA JOSHI

Cell: 9841564231

Email: bipasna.bajra@gmail.com

CAREER OBJECTIVES

To work with an organization that provides ample opportunities to learn and build me enough to pursue brilliance in challenging area and hence to contribute for what it has given to me and for what I have experienced.

CAREER HIGHLIGHTS

- Company Name: ICTC Group Pvt. Ltd.
Designation: Assistant Manager Business Promotion
Working Period: 16th October 2023 to till now
- Company Name: Genese Solution Pvt. Ltd. (MNC)
Designation: Sr. Business Development Officer
Working Period: 10th March 2019 to 13th April 2021
- Company Name: Kalika Construction Pvt. Ltd.
Designation: Admin Officer/ISO Internal Auditor
Working Period: 7th September 2017 to 28th February 2019
- Company Name: Tech One Global Pvt. Ltd. (MNC)
Designation: Corporate Marketing Executive
Working Period: 21st December 2014 to August 2017
- Company Name: Wiz361 Pvt. Ltd.
Designation: Client Service Executive
Working Period: 20th June 2014 to 20th December 2014
- Company Name: Brihat Investment Pvt. Ltd.
Designation: Front Desk Officer and Admin Assistant
Working Period: 9th December 2012 to 15th June 2014
- Company Name: Global Education and Human Resource Pvt. Ltd.
Designation: Front Desk Officer and Counselor
Working Period: 16th October 2011 to 25th October 2012

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TRAINING / EXTRA CURRICULAR ACTIVITIES

- 3 months' computer course (Microsoft Word, Microsoft Excel, Power point, Access, Email, Internet) from Dot Net Computer Institute, Sorakhutte, Kathmandu, Nepal
- 3 Months internship at People's Finance Pvt. Ltd.
- 7 Days Power Sales Residential Training at Brihat Investment Pvt. Ltd.
- 5 Days Arthalaya training on Entrepreneurship organized by Samriddhi Foundation.
- Participated on Digital Marketing Training conducted for 3 days on Philippines, Manila.
- Participated on 3 days training program conducted by URS Nepal on Internal Quality Auditor Training on Quality Management System ISO 9001:2015.

PROFESSIONAL EXPERIENCE

- **Company Name: Global Education and Human Resource Pvt. Ltd.**
Role played : Front Desk Officer and Counselor
Responsibilities : Receive incoming and outgoing calls, maintain log books, arrange course materials for lectures, counsel students about studying abroad, and manage lecturers for classes. Receive bills and collect course fees from students. Handle visitors and circulate emails to internal staff, students, and lecturers. Act as an HR representative for staff hiring, and more.
- **Company Name: Brihat Investment Pvt. Ltd.**
Role played : Front Desk Officer and Admin Assistant
Responsibilities : Respond to questions and address complaints, answer all incoming calls and redirect them or take messages, monitor office supplies and place orders as needed, and keep records and files updated. Arrange travel and vehicles, maintain a logbook for staff, and prepare meeting minutes. Manage the stock of stationery supplies, handle visitors, and circulate emails or texts to internal staff about upcoming programs. Record daily news regarding construction and more.
- **Company Name: Wiz361 Pvt. Ltd.**
Role played : Client Servicing Officer
Responsibilities : Serve as program coordinator for events, arrange models for programs, analyze event plans, and create proposals. Develop new concepts and plans for new products. Build relationships with clients and propose effective strategies for promoting their products and services. Organize events and coordinate

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with vendors, models, and locations as required. Attend client meetings to understand their needs, and more.

- **Company Name: Tech One Global Pvt. Ltd.**

Role played : Corporate Marketing Executive

Responsibilities : Create proposals for products, maintain updated records of tenders and files, and prepare and manage tender documents. Develop marketing plans, arrange event proposals, and reach out to customers by phone or in person for presentations and demonstrations. Create digital marketing strategies and establish relationships with clients. Communicate, interact, and attend meetings with clients via telephone, virtual meetings, and in person. Report customer needs and requirements to the line manager. Maintain accurate records and build rapport with customers, ensuring a well-organized database segmented by sector. Serve as an Inside Sales Representative (ISR), staying connected with customers through email marketing, telecommunication, monthly campaigns, and thank-you messages. Generate leads and opportunities for the sales team, and more.

- **Company Name: Kalika Construction Pvt. Ltd.**

Role played : Admin Officer/ ISO Internal Auditor

Responsibilities : Maintain updated records of tenders and files, and prepare and manage tender documents. Record and maintain meeting minutes, manage the stock of stationery supplies, and track staff attendance and leave records. Organize events and coordinate accordingly. Distribute ISO documentation to all departments and sites, and inspect to ensure information is documented according to ISO guidelines. Conduct site visits twice a year for inspection. Coordinate with project managers for daily work updates. Coordinate and negotiate with vendors regarding stationery and other material procurements. Act as an HR representative for staff hiring, and more.

- **Company Name: Genese Solution Pvt. Ltd.**

Role played : Senior Business Development Officer

Responsibilities : Develop strategies, plans, and procedures for products, and communicate with customers via calls and visits. Arrange meetings, and provide presentations and demonstrations. Prepare proposals, quotations, bills, and other necessary documents for customers. Maintain an accurate database of customers in various formats. Arrange and participate in programs aimed at lead generation. Lead a new business initiative (Startup Program) with a team of four, successfully converting around 1500 startup clients within a year, including international and more.

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- **Company Name: ICTC Group Pvt. Ltd.**

Role played : Assistant Manager Business Promotion

Responsibilities : Engage with national and international companies through email, phone calls, and virtual meetings. Conduct virtual presentations about the company and its projects. Identify and list expertise requirements, then contact and negotiate with relevant experts based on project needs. Research new companies across various sectors and projects, establish contact, and follow up regularly. Prepare project- and sector-specific documents as needed. Coordinate with the team visiting the market, assisting them with requirements, and providing support accordingly. Updates and work on the CRM application daily. Prepare and maintain tender documents, manage tender-related tasks, and more.

PERSONAL DETAILS

Date of Birth: 19th June 1989

Address: Pani Pokhari, Kathmandu, Nepal

Nationality: Nepali

Gender: Female

Marital Status: Married

Language of Proficiency: Fluent in writing, reading and speaking Newari, Nepali and English

Strength: Confidence with Communication

ACADEMIC QUALIFICATION

Qualification	Institution	Years	Grade
MBS	Public Youth Campus	2077	2 nd Division
BBS	Siddhartha Multiple College	2069	2 nd Division
+2	Siddhartha Academy	2064	2 nd Division
SLC	Ananda Kuti Vidyapeeth	2062	2 nd Division

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REFERENCES

- Will be furnished on demand

DECLARATION

I hereby declared that the above furnished information is true and correct to the best of my knowledge.



Signature: