



ANUSHA GURUNG

CONTACT

- 9827119753
- anushagurung506@gmail.com
- Lekhnath-29, Pokhara

TECHNICAL SKILLS

- Data Entry & Record Management
- Google Workspace (Docs, Sheets, Drive)
- Email & Communication Tools
- Client Information Management
- Microsoft Office Word

SOFT SKILLS

- Communication Skills
- Active Listening
- Interpersonal Skills
- Customer Service Orientation
- Customer Relationship Management

LANGUAGE

- English
- Nepali

HOBBIES

- Travelling
- Volunteering
- Hiking

PROFILE

Motivated and responsible Computer Engineering graduate seeking a Client Relation Officer position. Highly interested in building strong relationships with clients and ensuring excellent customer service. Possess strong communication, interpersonal, and problem-solving skills with the ability to understand client needs and provide effective support. Organized, professional, and committed to maintaining positive client experiences. Eager to learn relationship management practices and contribute to the organization's growth.

WORK EXPERIENCE

As an UI/UX Designer Intern

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- Developed strong attention to detail and a mindset, which helps in providing great customer service.
- Collaborated with a team to understand client requirements and turn their ideas into visual designs.
- Gained communication skills by presenting design ideas and receiving feedback.
- Coordinated with cross-functional team members to ensure smooth execution of daily tasks and project timelines.

EDUCATION

Bachelor in Computer Engineering

Pokhara University, Dungepatan

Sep 2018 - Aug 2024

+2 (Science Stream)

Motherland Secondary School, Masbar

2016 - 2018

REFERENCE

Sudip Gautam

Growfore Solution

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