

## Suraj KC

Passa Galli- 81  
Bagbazar- 31  
Kathmandu, Nepal

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### Objective

To work as a **Digital Marketing Professional** in any company where I can utilize my full knowledge and experience for the mutual benefit of the company and my career.

### Experiences

**Web Health Company Pvt. Ltd.** June 2020- Present

**(MEROHEALTHCARE)**  
**www.merohealthcare.com**

Nayabazar, Kathmandu

#### Digital Marketing Officer

- SEO
- Website Management
- Facebook Ads
- Google Ads
- Newsletters/ Email Marketing Campaigns
- E-commerce Management
- Create digital contents

#### City Express Money Transfer

Oct 2018- May 2020

Kamaladi, Kathmandu

#### Digital Marketing Officer

- Social Media Management
- Website Management
- Facebook Ads
- Google Ads
- YouTube Ads

#### Nana Hotels

Dec 2017- Sep 2018

Handigaun, Kathmandu

#### Digital Marketing Manager

- SEO/ On-page and Off-page Optimization
- Google Ads
- Facebook Ads
- Checking/ Handling OTA's reservation.
- Co-ordinate with all the chain hotels
- Handling complete online sales and reservation

#### Yodha.us (Neptech International)

June 2016- Aug 2017

Maitighar, Kathmandu

#### Moderator

- Translating Unicode Nepali into English and vice-versa
- Providing Customer service to national and international clients seeking astrological service through Yodha app
- Providing psychological assistance to the needy customers

#### Hotel Happy Home Nepal

Jan 2016- Apr 2016

Thamel, Kathmandu

#### Freelance SEO

- Search Engine Optimization
- On-page optimization
- Off-page optimization

#### Corporate Clicks

Nov 2015- Feb 2016

Sanepa, Lalitpur

#### Digital Marketing Officer

- Search Engine Optimization for various clients
- On-page optimization
- Off-page optimization

**Laser InfoTech Nepal Pvt. Ltd.**

Feb 2014- May 2015

Bhaisepati, Lalitpur

**SEO Analyst and Content Writer**

- Search Engine Optimization
- Event Promotion
- Social Media Marketing
- Social Media Management
- E-mail marketing
- Link building and upgrading page metrics
- Increasing likes on Facebook pages, followers on twitters
- Business Process outsourcing of Logo One Garments, Dubai, U.A.E
- Content writing for [www.touchkon.ae](http://www.touchkon.ae)

**Modern Adhesive Products Factory**

June 2006-Dec 2010

Dammam, K.S.A

**Secretary cum logistic officer**

Regular secretarial jobs such as handling calls, program co-ordination, making necessary arrangements for the manager and other staffs and logistic jobs such as preparing delivery notes (packing list), making delivery schedules and setting up priority list and delivering via suitable couriers and cargos to customers inside and outside the kingdom.

- Had wonderful, achieving experiences in flexo-printing technology, screen- printing, foil- stamping, and letter- press technology by delivering the labels/ stickers produced.
- Learned more about international trade system.

**Saurab Cyber Net**

Sep 2005-June 2006

Lalitpur, Nepal

**Cyber Operator**

Handling customers, providing Cyber, desktop publishing and communication services (PCO/ STD/ ISD/ Internet Phone) as well as Internet and Travel arrangements services.

- Understood more about Broadband/ Lease-line and wireless Internet systems.
- Gained Tips and Tricks to troubleshoot Network problems and other software and hardware issues.

**ASMAK- International Fish Farming Co.**

Feb 2004-Aug 2005

Abu-Dhabi, U.A.E

**Retail Sales Supervisor**

Customer Interaction & Sale, Prepare daily sales report and weekly stock and inventory reports and fax to Head office.

- Experienced dealing and interaction with foreigners (customers) from different parts of the globe.
- Learned some more sales and marketing strategy on how to improve the sales as well as basis to promote the products.

**Education**

**BCA (Bachelor of Computer Application)**

2011- 2014

*CITE (College of Information Technology & Engineering)  
New Baneshwor, Kathmandu*

**10+2 (Science)**

2000- 2002

*Nobel Academy H.S. School  
New Baneshwor, Kathmandu*

**D.C.S (Diploma in Computer Science)**

2000- 2001

*National Microsystems Pvt. Ltd.  
Bagbazar, Kathmandu*

**Skills**

Proficient in Microsoft Office Application, Graphics Designing, Blogging, Web

Designing using WordPress, Knowledge of HTML, CSS and JavaScript, can troubleshoot Network and other computer problems, various programming languages such as C, C++, Java, PHP etc

Able to handle any department jobs as per my knowledge and experience.

**Personal  
Info.**

Date of Birth: 1984/12/22 A.D.  
Religion: Hindu  
Gender: Male  
Marital Status: Married  
Height: 5.4"  
Languages Known: Nepali, English, Hindi and Arabic  
Father's Name: Dil kumar KC  
Father's Occupation: Business  
Nationality: Nepali  
Passport no.: 1629767  
Issued from: Lalitpur, Nepal  
Permanent Address: Imadol-3, Lalitpur  
Contact Address: Bagbazar-31, Kathmandu