

Suraj KC

Nayabazar- 16
Kathmandu, Nepal

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Objective To work as a **Digital Marketer (Executive/ Manager)** in any company where I can utilize my full knowledge and experience for the mutual benefit of the company and my career.

Experiences **Neema Academy** May 2021- Present
Dillibazar, Kathmandu

Assistant Digital Marketing Manager

- SEO
- Social Media Management
- Website Management
- Facebook Ads
- Google Ads
- LinkedIn Ads
- Email Marketing
- Campaign and Events Management & Reporting

Web Health Company Pvt. Ltd. June 2020- Apr 2021
(MEROHEALTHCARE- Online Pharmacy)
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 campaign
- Facebook Marketing
- Checking/ Handling OTA's reservation.
- Co-ordinate with all the chain hotels

Yodha (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
- Providing psychological assistance to the needy customers

Laser InfoTech Nepal Pvt. Ltd.
Bhaisepati, Lalitpur

Feb 2014- May 2015

SEO Analyst and Content Writer

Search Engine Optimization, Web Promotion, Internet Marketing, Social Media Marketing, Social Media Management, Online Marketing, E-mail marketing all the procedures required for Digital Marketing.

- Learned a lot about the behaviour of major search engines and how to optimize the websites
- Link building and upgrading page metrics
- Increasing likes on Facebook pages, followers on twitters and bringing websites at the first page of SERP (Search Engine Result Page)
- Business Process outsourcing of Logo One Garments, Dubai, U.A.E

Modern Adhesive Products Factory
Dammam, K.S.A.

22/June/2006-15/Dec/2010

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
Lalitpur, Nepal

15/Sep/2005-20/June/2006

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.
Abu-Dhabi, U.A.E

8/Feb/2004-29/Aug/2005

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 Posses' excellent computer skills: proficient in Microsoft Office Application, can do designing on Adobe Photoshop and CorelDraw, build blogs and simple web pages using Wordpress, HTML and javascript, can troubleshoot Network and other computer problems.

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

Interests Looking forward to improve my career as a Digital Marketer and help the company I work in ranking their website, generating leads, improving sales and improving the engagement and followers in social media handles.

Professional References

Ahmed Ali
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Modern Adhesive Products Factory
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Personal References

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Saurab Cyber Net
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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
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