

## Contact

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## Top Skills

Project Management  
Microsoft SQL Server  
ASP.NET

## Languages

Nepali, Maithili, English

## Certifications

Bachelor of Electronics and  
Communication Engineering

## Patents

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# Anand Karna

IT Consultant

## Summary

Hello everyone!!! I am Anand, an IT Consultant to Schools, Colleges, and Universities of Nepal.

I believe nature has allowed and provided us its useful components, opened and defined to every individual. In the past as well as in the coming future it will remain open to all of us, especially the knowledge of experience we get to learn. So why not to return them all slowly? For this, I have carried an objective (#LetsShareOurExperience) to return them all that I had gained and will be gaining daily from our nature. For me, humans are also the part of nature.

Also, it would be correct if I got to work with optimum resources & make a systematic approach towards an effective solution to all problems and help in the achievement of goals by contributing my ideas and skills, using the Information Communication Technology – ICT, especially in the Educational Institute. And this can be achieved by getting an opportunity to access the equipped laboratories in the various educational institutions and get interaction with the students by enrolling them in mine research.

In order to play an effective role in educating the students, I have enhanced my career as an instructor for educating the students of various level, starting from the second level towards the higher level of education.

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## Experience

Global College International - GCI  
Administration and Information Management  
August 2018 - Present  
Mid-Baneshwor, Kathmandu, Nepal

Uniglobe SS/College

## IT Manager, Information Technology Department

September 2015 - July 2018 (2 years 11 months)

Kamaladi, Kathmandu, Nepal

Deployment and Customization of G Suite and Office 365 (Admin Console, Email, Group Email, Calendar, Online Drive

Design, Development along with regular updates of best possible

comprehensive Web Portals like Wordpress/Moodle/Resource Space/iGive

Test of the college and ensure its Security and Backup;

Planning, programming and installation of complete and efficient Management Information System (MIS) in the college;

Regular updating of the Social Sites (Facebook Business Page, LinkedIn Profile, Twitter Profile, Google Plus, Youtube Channel and Instagram Profile)

Maintaining computerized records with all necessary information of students, faculties and administration;

Planning for purchases of computers and parts, quotation collection, supplier selection and advising to management for fixing economical purchase terms;

Regular physical verification of all computers, multimedia equipments and parts and weekly reporting of the conditions to the Principal;

Protecting all computer and related equipments, parts and maintaining up to date record of each computer and related item;

Updating the Desktop Applications along with the Security and Backup and repair and maintenance of hardware of all computers and multimedia equipments;

IT Support on its services to members of college (Faculties, Students along with Parents) as and when required;

Training and Orientation of IT Services (MIS / Moodle / Resource Space / G Suite / Office 365) to members of college (Faculties, Students along with Parents) as and when required;

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## Education

### Nepal Open University

Masters in Business Science, Business Administration and Management, General · (2018)

### Nepal Engineering College, Bhaktapur, Nepal

Bachelor of Engineering (B.E.), Electronics and Communication Engineering · (2009 - 2013)

### Arnico Higher Secondary School

Higher Secondary ( Intermediate), +2 Science · (2005 - 2007)

Deokota Memorial School, Biratnagar, Nepal

School Leaving Certificate ( SLC ), Nepal's Governmnet Board., Mathematics  
and Computer Science · (1996 - 2005)