

Curriculum Vitae - Aditya Poudel

Name: Aditya Poudel

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Professional Summary

Dedicated Admin and Operations Manager with over 2 years of experience in overseeing daily operations and administrative tasks in the tech industry. Currently leading administrative functions at Cubit Incorporated Pvt. Ltd., a prominent web and mobile application development company. Holds a BBA from Apex College and is pursuing an MBA at Ace Institute of Management. Proven track record in media and public information, complemented by strong communication and graphic design skills. Passionate about leveraging expertise to drive organizational growth and contribute to the digital and media sectors.

Core Competencies

- Administrative Management
- Client Relations
- Team Leadership
- Graphic & Video Design
- Accounting

Professional Experience

Admin and Operations Manager - Cubit Incorporated Pvt. Ltd. (Sep 2022 - Present)

- Oversee daily administrative operations in a leading tech firm.
- Coordinate between departments to ensure project alignment and timely delivery.

- Implement operational strategies to enhance efficiency and productivity.

Media and Public Information Officer - FACTS Research & Analytics (Sep 2021 - Apr 2022)

- Developed and disseminated informative content across various media channels.
- Managed public relations initiatives, enhancing organizational visibility.
- Collaborated with research teams to present data-driven insights to the public.

Education

- MBA, Ace Institute of Management (May 2023 - Sep 2025)
- BBA, Apex College (Nov 2017 - Nov 2022)
- +2 in Biology, Rehdon Higher Secondary School (Aug 2015 - Jun 2017)

Technical Skills

- Microsoft Office Suite, Adobe Creative Suite
- Adobe Photoshop, Illustrator, Premiere Pro
- Slack, Zoom, Microsoft Teams

Languages

- Nepali: Native
- English: Fluent

References

Available upon request.