

# MD KASHIF KHAN

+977-9810104786



imkashifk5@gmail.com



Kathmandu, Nepal



## SUMMARY

I am flexible, and reliable and possess excellent time-keeping skills. I am an enthusiastic, self-motivated, responsible, and hard-working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using my own initiative.

## EDUCATION

### Padmashree Int'l College, Tinkune, Kathmandu

Bachelor of Computer Applications  
2022 – Running

### GoldenGate Int'l College, Battisputali, Kathmandu

Management | +2 / Intermediate  
2020-2022

## SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Skilled in Video Editing
- Experienced in using office suites like Microsoft Office and G Suite

## CERTIFICATIONS

- AI for Everyone - Prixa Academy  
Sep 25, 2024
- Python Programming - Broadway Infosys  
Sep 20, 2025

## LANGUAGES

- English: Fluent
- Nepali: Fluent
- Hindi: Fluent

## PROFESSIONAL EXPERIENCE

### Video Editing

Helping Heart Nepal & Freelancing with Various Clients | 2023 – Present

- Edited podcast episodes, enhancing audio quality, and ensuring seamless transitions between segments
- Expertise in editing short videos for YouTube
- Enhanced video content with motion graphics, text overlays, and music synchronization

### Social Media Manager

S Khan Footwear | 2023 – 2024

- Created and curated engaging content for platforms like Instagram, Facebook, and LinkedIn
- Designed visual assets using Canva and managed post schedules using tools like Meta Business Suite
- Monitored page insights and analytics to evaluate performance and optimize content strategy
- Responded to comments and DMs to build community and maintain audience relationships

### Receptionist

Helping Heart Nepal, NGO | Jan 2021 – Jul 2021

- Managed calendars, scheduled appointments, and arranged meetings and conferences
- Prepared and distributed reports, presentations, and other materials
- Handled confidential documents and maintained their proper organization
- Maintaining visitor logs and ensuring security protocol

### Data Entry

Intelligent Image Management Inc. (IIMI). | 2020 – 2021

- Entering data accurately and efficiently into a computer system
- Checking for and correcting errors in data
- Maintaining data confidentiality and security
- Sorting and organizing data in a logical and useful way