SABIN RIMAL

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EDUCATION

Texas College of Management and IT   Kathmandu, Nepal
Master of Computer Science   **May 2024 – Present**
   Affiliated to Lincoln University College, Malaysia

Tribhuvan University   Kathmandu, Nepal
Bachelor in Computer Application, CGPA: 3.31   **Nov 2018 – Nov 2023**

WORK EXPERIENCE

National Cooperative Bank Limited   **Mar 2024 – Till Date**
Department of Information Technology, Assistant   Full-Time

- Assist in the development, operation, and maintenance of the bank's IT systems, including core banking software, network infrastructure, and system security.
- Handle installation, configuration, and troubleshooting of computer hardware and essential software across the head office and multiple branch locations throughout Nepal.
- Perform database-related tasks such as data integrity, data validation and periodic report generation for internal departments.
- Design and prepare internal graphics, external graphics and communication materials, including system notices, training guides, presentations, social media post, banners, flyers and flex.
- Support system backups, data recovery, and IT audit compliance by ensuring proper documentation and adherence to security protocols.
- Coordinate with vendors and external service providers for technical support, system maintenance, hardware/software procurement, and service-level issue resolution across all IT functions.

National Cooperative Bank Limited   **Sep 2021 – Mar 2024**
Department of Information Technology, Junior Assistant   Full-Time

- Provided first-level support for hardware and software issues faced by staffs, including troubleshooting and core-baking system issues.
- Assisted in setting up and configuring desktops, operating systems, and standard software applications.
- Maintained IT inventory records and supported basic troubleshooting tasks.
- Handled basic database-related activities such as updating internal records, extracting reports, and maintaining data accuracy.
- Contributed to creating graphic materials such as social media poste, help guides, flex/flyers and documents for internal use.
- Escalated unresolved technical issues to senior IT staff and ensured proper documentation of incidents and resolutions.
- Supported routine system maintenance and assisted with backups and system updates.

NextGen Global summit Educational Consultancy   **Aug 2020 – Mar 2021**
Student Counsellor for Abroad Study   Part-Time

- Advised students on selecting suitable academic programs, universities, and countries based on their academic profiles and goals.
- Supported students throughout the admission process, including form filling, documentation, and deadline management.
- Provided detailed guidance on student visa processes, interview preparation, and pre-departure arrangements.
- Monitored changes in immigration policies and academic trends to provide accurate and timely advice.

PROJECTS

Personal Portfolio Page
- o Website: www.sabinrimal.info.np
- o Language: React JS | JavaScript | HTML | CSS
- o Created this single-page portfolio website as a learning project to gain a basic understanding of React JS, focusing on core concepts like components and JSX.

T-20 Score Prediction
- o BCA Eight Semester Project
- o Language: Python | HTML | CSS | JupyterNotebook
- o Developed and implemented a T-20 format score prediction model, conducting a comparative analysis of two algorithms to evaluate their efficiency and accuracy.

Point of Sale (PoS)
- o BCA Sixth Semester Project
- o Language: PHP | HTML | CSS | JavaScript
- o Framework: Laravel
- o Designed and developed a Point of Sale (PoS) system using Laravel, incorporating key features such as billing, inventory management, product categorization, and sales reporting.

Vehicle Renting Portal
- o BCA Fourth Semester Project
- o Language: PHP | HTML | CSS | JavaScript
- o Developed a vehicle renting portal implementing fundamental CRUD operations and role-based access control for both user and admin panels.

SKILLS SUMMARY

- Adobe Illustrator
- PHP | Laravel
- Microsoft Office Package
- Adobe Photoshop
- HTML | CSS | JavaScript
- Computer Hardware and Software
- SQL | DBMS
- React JS
- Windows Operating System

Soft Skills: Technical Support | Interpersonal Communication | Team Player | Technical Documentation | Creative Problem Solver

CERTIFICATIONS

Graphics Design   June 2024 – Sep 2024
Broadway Infosys Pvt. Ltd.   **Certificate No.: B20213**
Tinkune, Kathmandu 44600, Nepal