

Basant Joshi
Sifal, Kathmandu
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Core Objective

Result-driven BCA student with 1+ Year of HR experience and 2+ years in content writing and graphics design (template design), seeking to grow in Human Resources by supporting recruitment, employee coordination, and organizational development through strong communication and interpersonal skills.

Academic Qualification

Under Graduate (Bachelor)
Running Bachelor of Computer Application (BCA)
Everest College, Thapathali, Kathmandu
Tribhuvan University

Higher Secondary (Science)
Little Buddha Academy

Secondary Education Examination
Little Buddha Academy

Work Experience

KPO Pvt. Ltd., Chabhaill Kathmandu
Nov 2023 – Oct 2024 (Remote)

Web content Writer

- Wrote engaging blog posts, and articles for websites.

Softvista Creations Pvt. Ltd, Gopikrishna, Kathmandu
Nov 2024 - April 2025

Graphics Designer & Content Writer

- Designed 100+ marketing templates using Canva and Photoshop.
- Led a team in producing articles, blogs, and engaging social media content.
- Collaborated with marketing team for campaign execution.

Hamro Job Pvt. Ltd., Gopikrishna, Kathmandu
May 2025 – Dec 2025

HR Assistant

- Schedule and coordinate interview scheduling with hiring managers.
- Conduct initial interviews or assessments (if required).
- Communicate with candidates throughout the hiring process.
- Designed hiring templates and post on social media's.

Dec 2025 – Present

Senior HR Assistant

- Supervise the HR team and daily activities.
- Manage and support the overall hiring process.
- Assist HR Executives during interviews.
- Coordinate between management and HR team to ensure smooth operations.
- Design hiring templates and post on social media's.

Professional / Portfolio Account

Linkedin: <https://www.linkedin.com/in/basant-joshi-146b32310/>