

BIGYAN PANDEY

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IT ADMINISTRATOR/PROGRAM COORDINATOR/TEACHER/PROGRAM OFFICER

I consider myself a versatile and dynamic professional with a great interest in constant learning. I bring extensive experience in planning, monitoring, and reporting projects in different areas. I have worked as a project officer, trainer, teacher, and IT engineer, experiences that have given me the possibility to develop varied and useful skills. As for my character, I am empathetic, diplomatic, and very used to dealing with people since I have great motivation and very strong communication skills.

PROFESSIONAL EXPERIENCE

Reliance Co Ed School

Sept 2024 - Present

IT Administrator

Accomplishments:

As an IT Officer, I successfully managed social media platforms to enhance online engagement, optimized smart board usage for interactive learning, and streamlined operations through effective ERP software utilization. My efforts improved digital communication, enhanced classroom interactivity, and boosted overall operational efficiency.

Holy Vision Secondary School

July 2024 - Aug 2024

Academic Co-Ordinator

Worked as an academic coordinator for a short but effective time to ensure proper learning environment is initiated in the classroom, and maintained proper relationship with the teachers to ensure proper running of classroom.

Accomplishments:

- Kept detailed portfolios for each student, providing personalized guidance and career counseling to support their academic and professional growth. Successfully organized the Teacher's Day event, motivating and encouraging every student to participate and showcase their skills, enhancing school spirit.
- Maintained comprehensive records of student and teacher participation in various classroom activities, ensuring that contributions were recognized and documented. As an Academic Coordinator, maintained accurate records of student attendance, proactively communicated with parents of absent students to address concerns and improve attendance rates.

Texas College of Management and IT

May 2023-Present

Database Tutor

Worked as a tutor for modules in both BIT and BCS such as Database Management system, Relational Database Management system, Advanced Database Management system.

Accomplishments:

- Provided individualized tutoring for students pursuing careers as Database Administrators (DBAs), resulting in a 100% pass rate in the module. Assessed each student's knowledge and tailored lesson plans to meet their specific needs.
- Delivered comprehensive instruction on database administration tasks, including design, installation, configuration, and maintenance. Guided students in mastering SQL for data management and troubleshooting database-related issues. Emphasized database security principles and kept lessons aligned with the latest industry trends.
- Collaborated with other educators to enhance the program's effectiveness and continuously monitored student progress to ensure their success.

Collaborator in ENGAGE NEPAL WITH SCIENCE. NGO partner of The University of Edinburgh and the Research Institute for Bioscience and Biotechnology (Nepal). Project Officer and Trainer

Jan 2021-Present

Working in ENWS as Project officer and trainer for sustainability and effective

Accomplishments:

- Designed educational projects and training for teachers and scientists.
- Designed and implemented of workshops on skills-based learning, communication, self-awareness and new educational methodologies for teachers.
- Designed and implemented of science outreach programmes and workshops for schools with the Research Institute for Bioscience and Biotechnology, Kathmandu.

Teach For Nepal**April 2020- May 2022****Fellowship (Secondary Science Teacher)**

Worked as a Science Fellow in Janakalyan Secondary School, Tanahun a rural school to enrich the knowledge of students and concluded different projects in the time frame.

Accomplishments:

- Analyzed the needs, strengths, and weaknesses of students to structure lessons and assessments that catered to their individual learning styles. Adjusted teaching methods to effectively engage different groups of learners.
- Regularly attended meetings, training sessions, workshops, and conferences to stay updated with the latest educational practices and enhance teaching effectiveness.
- Supervised lab sessions, delivered practical demonstrations, and accompanied students on field trips, providing experiential learning opportunities.
- Designed audiovisual classrooms tailored to enhance student learning experiences, integrating technology to support diverse learning needs.
- Focused on developing leadership qualities in students, fostering skills that extend beyond the classroom.
- Conducted various awareness programs on important issues such as climate change and environmental cleanliness, encouraging students to become responsible citizens.
- Created and administered surveys, and prepared detailed reports on different projects, ensuring thorough analysis and documentation.
- Guided students in a science project that won first prize at the district-level science exhibition, demonstrating the effectiveness of tailored instruction and hands-on learning approaches.

PROJECTS

- Library management System(web application) using laravel Framework HTML, CSS.
- Healthcare Project on Effect of Ebola Used BigData for the data Using DDL, DML to load the data in Oracle using SQL and using visualization tools such as Tableau.
- Connecting the climate challenge Funded by British Council (Engage Nepal With Science)
- Green Detectives School Program Funded by ESEB (European Society Of Evolutionary Biology)

EDUCATION AND CERTIFICATIONS**• MASTERS IN COMPUTER SCIENCE**

- Graduate Degree

• Texas College of Management and IT**• BACHELORS' OF SCIENCE IN INFORMATION TECHNOLOGY**

- Under Graduate Degree

• Leeds Beckett University, The British College, Kathmandu**• Child Safeguarding Short Course Oxford Home Study Center OHSCO Credential ID LC93828****• Developing Emotional Intelligence**

<https://www.linkedin.com/learning/certificates/a04f63a9f09848a6c00415e9da1afb57a6a9de0f865a58d01431a9518855263a>