

## SAJESH RAJ NEPAL

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LinkedIn: <https://www.linkedin.com/in/sajesh-raj-nepal-640aba287/> | DOB 15 July 1993 |

Married

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## PROFESSIONAL SUMMARY

Multilingual **Data & Content Specialist** with **6 + years'** experience entering high-volume records, translating and transcribing multilingual material (Nepali, Hindi, English, Maithili), and training end-users across government and private sectors. Proven record of **98 % accuracy** on 10,000 + biometric records and of delivering projects **2 days ahead of deadline**. Strong MS-Office and SQL familiarity, team-lead experience, and a commitment to data quality and stakeholder education.

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## CORE SKILLS

- High-speed typing (**50 WPM**, 10 + years) - Data entry & cleansing - Transcription & subtitling
  - Translation (EN ⇄ NP / HI / MA) - MS Office Suite, basic MySQL - Staff training & budgeting
  - Stakeholder outreach & public speaking - Analytical problem-solving - Two- & four-wheel licenses
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## PROFESSIONAL EXPERIENCE

### Transcriber / Translator – SIGMA.AI *Remote* 2023 – 2024

- Transcribed & QA-checked **4 hours/week** of Nepali, Hindi & English audio with **99 % on-time delivery**.
- Created style guide that cut reviewer corrections by **90 %** within three months.

### Data Officer (Contract) – Department of National ID & Civil Registration, Govt. of Nepal 2021 – 2023

- Entered **10,000 +** citizen demographic & biometric records into national database (accuracy > **99.2 %**).
- Led **15** ward-level orientations, raising National ID adoption in the region by **80 %**.
- Produced weekly SQL extracts and Excel dashboards for senior management, reducing manual reporting time by **10 hours/month**.

## Nepali Unicode Specialist – InnovateTech *Remote* 2021

- Converted **1 M** words of script to Nepali Unicode for AI-model training; error rate below **1 %**.

## Computer Operator – Pancha Sakti Pharma P. Ltd. *Biratnagar* 2018 – 2021

- Maintained digital inventory for **1,000,000 +** SKUs; implemented daily cargo-status tracker, cutting delivery queries by **50 %**.
- Trained two junior clerks, standardising reporting templates that accelerated month-end close by **3 days**.

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## PROJECT HIGHLIGHTS

| Project  | Role & Tools      | Outcome  |
|--|-------------------|--|
| <b>ICS Community Project – Raleigh International</b> | Team Leader       | Coordinated 12 volunteers over 3 months in Gorkha; delivered a safe-water system benefitting <b>25 households</b> and translated all technical docs EN → NP. |
| <b>Alcohol Management Campaign</b>                   | Budget & M&E Lead | Managed <b>Rs 50,000</b> budget and produced impact report.  |
| <b>Book &amp; Poetry Digitization</b>                | Typist/Editor     | Digitized <b>5 + books</b> (1200 + pages) for self-publishing clients, meeting 100 % quality checks.   |

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## EDUCATION

| Degree   | Institution                             | Year | Key Coursework / Thesis               |
|--|---|------|---------------------------------------|
| <b>M.A. (Nepalese History, Culture and Archaeology specialization)</b> | Degree Campus, Tribhuvan University(TU) | 2019 | Research Methods, Development Studies |
| <b>B.A. (▲ major)</b>  | Mahendra Morang Multiple Campus, TU     | 2015 | Linguistics, Computer Applications    |
| <b>+2 (Science)</b>  | Model College, HSEB                     | 2010 | Statistics, Mathematics               |
| <b>SLC</b>   | Bhanu Memorial English Boarding School  | 2008 | First Division                        |

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## TRAINING & CERTIFICATIONS

- **PHP & MySQL** – Nep Creation, Kathmandu
- **Data Analysis & Use** – Raleigh International Nepal

- Certified courses in **Disaster Risk Reduction, SDG & Personal Development**
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## **LANGUAGES**

- Nepali (Native) - English (Fluent) - Hindi (Fluent) - Maithili (Fluent)
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## **ADDITIONAL EXPERIENCE**

- Freelance translator/transcriber – ProZ, Appen (voice-over & script writing)
  - Part-time teacher (English & Computer Applications)
  - Assisted FPAN Bhojpur M&E Officer on program evaluations.
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## **REFERENCES**

Available on request (Pramod Uraw – Dept. of National ID; Prasit Khanal – Raleigh Intl.; Sudip Niraula – Pancha Sakti Pharma)