

# Diwakar Ray Yadav

BIT Student | Office IT & Executive | AI/LLM Tools Learner

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Portfolio: diwakaryadav.com.np | GitHub: github.com/Diwak4r | LinkedIn

## PROFESSIONAL SUMMARY

BIT student currently working in a business office environment with experience in executive support, Excel reporting, Outlook communication, document handling, and basic IT troubleshooting. Strongly interested in software development, AI tools, LLMs, and practical automation. Not claiming to be an expert yet, but I learn fast with the right guidance, use modern tools seriously, and enjoy turning unclear problems into working steps. Looking for an entry-level opportunity under a senior or technical team where I can grow through real work and contribute with discipline, curiosity, and strong tool exposure.

## PROFESSIONAL EXPERIENCE

### Confidential Private Business Group

Kathmandu, Nepal

#### Executive Assistant + Office IT Support

June 2024 – Present

- Work directly with directors and senior staff, supporting daily office coordination, document handling, follow-ups, email communication, and task tracking.
- Prepare Excel-based trackers, summaries, and office records that help management review ongoing work and pending tasks more clearly.
- Handle Outlook communication including drafting, organizing, forwarding, and tracking important office emails with attention to tone, timing, and context.
- Support basic IT and computer-related issues such as Windows problems, printer/scanner use, browser issues, software setup, file handling, and connectivity problems.
- Assist with confidential finance and market-related office workflows by organizing records, checking details, and supporting time-sensitive work carefully.
- Use AI tools when useful for research, drafting, formatting, troubleshooting, understanding technical topics, and speeding up repetitive office tasks.

## SKILLS

<b>Comfortable With:</b>	Excel reporting, Outlook email handling, document formatting, file organization, Windows troubleshooting, printer/scanner support, Google Workspace, AI-assisted research and drafting
<b>Learning &amp; Practicing:</b>	HTML, CSS, basic JavaScript, Python fundamentals, C fundamentals, Git/GitHub, portfolio improvement, simple web projects, software-development basics
<b>AI/LLM Exposure:</b>	Claude Code, ChatGPT, Codex, Claude, Gemini, OpenRouter, prompt design, AI-assisted coding, model testing, debugging support, documentation support, spec-driven project planning
<b>Office IT Support:</b>	Computer setup, software installation, browser issues, basic connectivity support, file handling, printer/scanner workflows, user-level troubleshooting
<b>Professional Strengths:</b>	Direct reporting to seniors, confidentiality, follow-up discipline, fast tool adoption, practical problem-solving, curiosity, willingness to learn under guidance

## PROJECTS

### Nepal AI Gateway – AI/LLM Learning Project

2026 – Present

- Built a live experimental project to understand how AI model access, user accounts, usage flow, and backend-connected access can work in a simple product.
- Used AI-assisted coding and a spec-driven planning approach to convert an idea into a working web project.
- Learned practical concepts such as model access, environment setup, project documentation, pricing logic, user flow, and technical explanation for users.
- Live project: ai.diwakaryadav.com.np

### Personal Portfolio Website – Proof of Work

2025 – Present

- Built a personal portfolio to show my education, skills, projects, technical interests, and learning direction in one place.
- Use it as a public profile while improving web presentation, project explanation, and professional communication.
- Live portfolio: diwakaryadav.com.np

## EDUCATION

### Himalayan Whitehouse International College

Kathmandu, Nepal

#### Bachelor of Information Technology, Purbanchal University – 4th Semester

2024 – Present

- Relevant areas include programming fundamentals, computer systems, IT concepts, technical communication, data workflows, and software-development foundations.

### Shree Mahadev Janata Model College

Harion, Sarlahi, Nepal

#### Higher Secondary Education, Science Stream, National Examination Board

Completed

- Completed science-stream higher secondary education with academic exposure to foundational mathematics, computing-related thinking, and analytical problem-solving.

## **CERTIFICATIONS AND TRAINING**

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### **Diploma in Computer Application – *Dynamic Computer Training Centre, Harion***

18 Months

- Completed practical computer training covering office applications, typing, file management, computer fundamentals, and day-to-day digital productivity skills.

### **Unlocking AI for Personal and Professional Success – *AI Training Program***

2024

- Completed introductory AI training focused on practical use of AI tools for productivity, research, communication, and workplace applications.