



ANITA MAHARJAN

<https://www.linkedin.com/in/anita-maharjan>

PROFILE

A loving, flexible, hard-working, and skilled at establishing rapport and providing rich learning experiences, customized courses, course writing, client relationship management, and product/project development. Ability to be a team player and resolve problems and conflicts professionally. I'm looking to contribute my knowledge and skills to a organization that offers a genuine opportunity for career progression.



971 52 572 1023



realaanita@outlook.com



Dubai

EDUCATION

2021

TRIBHUVAN UNIVERSITY, Kathmandu

Masters of Arts(MA), 2021

Major in English Literature

Relevant Coursework: Critical Thinking; Stylistics; Poetry.

Travel Writing, Foundation of Literary Criticism, Environmental Criticism, Cultural Studies, Teaching Literature and Composition

Thesis: The Dark Side Of The Children Literature – The Moomins.

Supervisor: Ph.D. Raju Chitrakar

Awards: Best Script/Performance in Theatrical reenactment on classical drama based on Dr Faustus

Extra Activities: Student Body Leader of Literature Department

2017

TRIBHUVAN UNIVERSITY, Kathmandu

Bachelors of Arts in Social Work(BASW), 2017

Majored in Arts of Social Work

Minored in Major English

Minored in Journalism/Mass Communication

Relevant Coursework: Social Welfare Practice, Human Behavior and Social Environment Theory, Cultural Diversity and Social Justice, Evidence based social work practice, Photojournalism, Multimedia, Critical Theory, Critical Thinking, Drama and Film

Extra Activities: Internship in **HAMRIBAHINI, an NGO** which specialized in finding jobs for widowed/ marginalized and domestic abuse survivor women.

Supervisor: Sangita Thapa Magar

2013

Higher Secondary Education Board, Kathmandu

Majored in English

Minor in Journalism/Mass Communication, Sociology

Relevant Coursework: Language Arts, American Literature, British/ World Literature, Link English, Communication Process, Social Process, Social Stratification, Social and cultural Change, Sociological and Anthropological Research, Class Conflict, Power, Identity Crisis, Creative Writing,

Extra Activities: Journalism Photography

Supervisor: Tika Ram Paudel

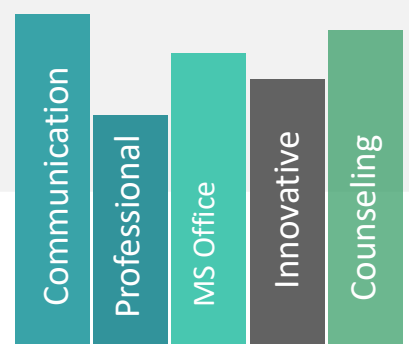
Linkedin



LANGUAGES

- Fluent in English
- Fluent in Nepali
- Basic understanding Of Hindi

SKILLS





ANITA MAHARJAN

<https://www.linkedin.com/in/anita-maharjan>



971 52 572 1023



realaanita@outlook.com



Dubai

WORK EXPERIENCE

2018 – 2021

AGP Nepal

Interim Manager(April 2021 to August 2021)

- Complete all government filings on behalf of the company
- Assist finance department with customer coordination

Content Producer

- Write Product description for ecommerce listing
- Create and constantly update contents for website, brochures, advertisements and social media
- Writing pitches for Marketing team for B2B sales
- Handle all escalated queries from customers as well as vendors.

2016 – 2017

L.R. I. HIGHER SECONDARY BOARDING SCHOOL(April 2016 – March 2017)

Higher Secondary English Substitute Teacher(Nov 2016 – Mar 2017)

- Filled in for regular English Teacher for rest of the academic year and implemented the lesson plans that they provided.
- Closely supervised students' growth and helped them improve written and oral tests scores.

Primary Grade Teacher(April 2016 – March 2017)

- Created a full curriculum according to state standards.
- Provided regular feedback per school guidelines; weekly reports, and quarterly report cards.
- Developed projects and programs for the students' progression.

2014-2015

SHISHU NIKUNJA MONTESSORI SCHOOL(Oct 2014 – Jan 2015)

Montessori Teacher(Internship)

- Developed age-appropriate thematic lesson plans to aid child learning.
- Developed problem-solving and critical-thinking skills by presenting challenges that boost self-esteem and performance.
- Reinforced positive behavior by encouraging efforts and praising accomplishments.

2014-2014

KATHMANDU VALLEY SCHOOL(Jun 2014 – Aug 2014)

Assistant to Conversation In-charge(Internship)

- Helped in maintaining English Speaking Environment among students.
- Created course materials for teaching students aged ten years and above.
- Taught students about having general conversation etiquette.
- Prepared questions and activities for Daily evaluation before one week.
- Made D.E files for everyday activities and upcoming events.

2013– 2014

HAMRIBAHINI NGO(Dec 2013 – May 2014)

Internship

- Gathering details of Widowed/Marginalized and Domestic Abuse Survivor Women
- Finding jobs and providing counseling to the survivors
- Co-ordinating with interested Entities to finalize job contract.

Linkedin



LANGUAGES

- Fluent in English
- Fluent in Nepali
- Basic understanding Of Hindi

SKILLS

