

# BIPIN ACHARYA

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## SUMMARY

I'm a Master's student in Information Technology with over 3 years of experience in software development, project management, and office work. I'm open to exploring different types of roles, not just in tech, as I enjoy learning new things and taking on challenges. I can legally work up to 24 hours a week, but I'm fully committed to giving my best—just like a full-time team member. I'm a fast learner, flexible, and always ready to try something new. With my technical background, I'm confident I can adapt to different kinds of work and make a meaningful contribution.

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## WORK EXPERIENCE

### SeaWave Bistro

April 2025 – Present

#### Customer Engagement & Operations Lead

- Managed business social media platforms, created promotional content, and engaged with customers online and manage website content.
- Organized meetings with clients, arranged catering services, and booked events.
- Handled administrative duties, including documentation, schedules, and business planning support.
- Contributed to overall management and strategic decision-making for business growth.
- Delivered friendly and efficient service, processed orders and payments, and maintained high hygiene standards.

### University of Sunshine Coast Adelaide

Feb 2025 – July 2025

#### Student Mentor

- Provide academic and technical support to students by addressing their queries in both theoretical and practical areas.
- Foster open communication with students to understand their concerns and guide them effectively.
- Assist with administrative tasks, including documentation, record-keeping, and coordination with professors and university staff.
- Support front desk operations, acting as help desk personnel or receptionist when needed.
- Collaborate in organizing university events, including planning, setup, and logistical support.
- Contribute to the smooth operation of the department by taking on various responsibilities as required.

### The Grange Golf Club

Jan 2025 – July 2025

#### Kitchen Hand

- Prepared pizzas and operated the fryer section during service.
- Assisted chefs with food prep and cooking.
- Maintained kitchen cleanliness and hygiene standards.
- Managed stock levels and organized kitchen items.

WORK EXPERIENCE	Able Innovation Pvt. Ltd		May 2023 – Oct 2024
	Office Administrator		<ul style="list-style-type: none"><li>• Managed office operations and project workflows to ensure timely delivery.</li><li>• Prepared and maintained documentation, reports, and training materials.</li><li>• Designed and deployed mobile and web applications across multiple platforms.</li><li>• Supervised development teams, assigned tasks, and mentored trainees.</li><li>• Conducted programming classes and organized coding bootcamps and workshops.</li><li>• Acted as a bridge between clients and technical teams for smooth project execution.</li><li>• Supported team collaboration through effective administrative and technical leadership.</li></ul>
	Skybase Innovation Pvt. Ltd		Nov 2022 – March 2023
	Junior Software Developer		<ul style="list-style-type: none"><li>• Developed mobile apps from UI/UX designs using modern frameworks.</li><li>• Contributed to the full development cycle: planning, coding, testing, and deployment.</li><li>• Collaborated on technical solutions and supported senior developers with documentation and code management.</li><li>• Assisted in product demos, internal reviews, and client meetings.</li></ul>
EDUCATION	Master of Information and Communications Technology		Nov 2024 – Present
	University of the Sunshine Coast, Adelaide		
	BSC Hons Computing		Jan 2021 – Dec 2023
	London Metropolitan University (Informatics College)		
STRENGTH	<ul style="list-style-type: none"><li>• Problem Solving</li><li>• Time Management</li><li>• Communication</li></ul>		<ul style="list-style-type: none"><li>• Teamwork</li><li>• Research Skills</li><li>• Adaptability</li></ul>
KEY ACHIEVEMENTS	<ul style="list-style-type: none"><li>• Project Management</li><li>• Student Mentoring</li><li>• Documentation</li></ul>		<ul style="list-style-type: none"><li>• Designing</li><li>• Project Leadership</li><li>• Research And Innovation</li></ul>