RIJAN MANANDHAR

Education Data Analyst

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📍 Kirtipur - 4, Kathmandu

EDUCATION

Bachelor of Information Technology (Hons)(2025 - Running)

Lincoln University College (IIMS), Putalisadak, Kathmandu

High School
Nightingale International College, Kupondole, Lalitpur
2024

SKILLS

- **Technical Skills:**
- Data Research & Analysis
- Data Entry & Management
- MS Excel / Google Sheets
- Data Validation & Quality Assurance
- **Professional Skills**:
- Academic & Higher Education Research
- Attention to Detail & Accuracy
- Data Organization & Standardization
- Information Verification & Cross-checking
- Time Management & Multitasking
- Data-driven Decision Support
- Familiarity with Global Higher Education Systems

LANGUAGE

English
Nepali

About Me

I am a detail-oriented Data & Research Analyst specializing in higher education. I research universities, colleges, and institutes globally, analyze their programs and offerings, and organize this information into structured datasets for strategic use in our platform. My work ensures accurate, up-to-date, and actionable educational data, supporting students and consultancies in making informed decisions. I thrive in environments where data meets education, and I am passionate about turning complex information into clear, usable insights.

WORK EXPERIENCE

Data & Research Analyst
Globalyhub Nepal | Sept 2024- Present

- **Key Responsibilities:**
- Research and collect data on universities, colleges, and educational institutes worldwide.
- Analyze academic programs, courses, fees, and admission requirements to ensure accurate data representation.
- Enter and maintain structured educational data in the company's Superadmin platform.
- Collaborate with internal teams to support data-driven decision-making for education consultancies.
- Ensure data quality, consistency, and up-to-date information for global study-abroad guidance.
- **Key Achievements:**
- Standardized and maintained comprehensive data for 500–800+ institutions and 5,000–6,000+ courses worldwide.
- Improved data entry efficiency by implementing [any process improvement if applicable].
- Contributed to the accuracy and reliability of the platform used by consultancies serving international students.