

Simon K.C.

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EDUCATION

Patan College for Professional Studies (PCPS)

B.Sc. (Hons) Software Engineering

Present

Kupondole, Lalitpur

- Undergraduate degree focused on software development, programming fundamentals, and system design with emphasis on building scalable, real-world applications and industry-ready technical skills.

Ace Higher Secondary

Higher Secondary / +2

Aug. 2025

Gairigoan, Kathmandu

- Completed NEB (National Examinations Board) with a strong focus on computer applications, marketing concepts, and practical life skills, building a foundation for problem solving.

WORK EXPERIENCE

Grafio

Co-Founder & Operations Coordinator

March 2025 – Present

- Co-founded Grafio, a custom poster and sticker service providing personalized printed products based on client requirements.
- Managed customized order processing from client request to final production and delivery.
- Prepared and optimized client-provided designs for high-quality digital and print output.
- Handled order tracking, documentation, and content organization to maintain smooth workflow.
- Managed client communication and supported brand operations through customized order coordination and workflow management.

Ace Higher Secondary

Intern

June 2025 – August 2025

Gairigoan, Kathmandu

- Organized and coordinated Teen Fest 2025, assisting in planning, logistics, student coordination, and event execution for incoming students.
- Performed data entry and maintained organized digital records to support the admissions process.
- Supported basic graphic design tasks for internal and media use.

ICT Club President | May 2024 – May 2025

Gairigoan, Kathmandu

- Organized ICT club activities and school events.
- Coordinated with students, teachers, and participants during events.
- Designed social media posts, posters, and invitations for college events and announcements.
- Helped organize inter-school events including LAN tournaments and Kaleidoscope.

AWARDS

- All Rounders Award – Ace Higher Secondary School
- Academic Excellence Award – Ace Higher Secondary School
- Digital Dominator Award – Ace Higher Secondary School

SKILLS & TECHNOLOGIES

- **Skills:** Decision Making, Time Management, Project Management, Critical Thinking, Leadership, Problem Solving, Teamwork, Communication
- **Technologies:** Microsoft Word, Microsoft PowerPoint, Google Docs, Google Slides, Canva