

Shemanta Bhattarai

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Objective:

Cloud Computing student at George Brown College with experience in system administration, automation, project management and technical analysis, seeking a co-op placement.

Highlights of Qualifications:

- Implemented automation workflow using Power Automate, reducing manual tracking and increasing reporting accuracy.
 - Updated with project management frameworks to coordinate deliverables and change management, monitor risks, and ensure on-time completion.
 - Administered Window Server, Microsoft 365 and SharePoint environments to improve collaboration and automate routine processes with measurable time savings.
 - Supported Azure and virtualization labs to deploy, secure, and monitor virtual environments in academic and practical settings.
 - Documented and optimized system procedures, strengthening security awareness and knowledge transfer across teams.
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Technical Skills:

- Operating Systems: Windows Server, Windows 10/11, Linux (Ubuntu basics)
 - Cloud & Virtualization: Microsoft Azure (fundamentals), VMware
 - Automation & Scripting: Power Automate, PowerShell, Bash
 - Networking: IP addressing, routing, VPN setup, subnetting
 - Project Tools: Microsoft 365 (SharePoint, Teams, Outlook), MS Office Suite, Trello
 - Web Technologies: HTML, CSS, PHP, WordPress, Joomla
 - Documentation & Management: SOP creation, cost analysis, procurement tracking, reporting
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Education:

Postgraduate Certificate – Cloud Computing Technologies Apr 2025 – Mar 2026
George Brown College, Toronto

- Build and configured Azure VMs and virtual networks, testing scalability and redundancy scenarios.
- Completed hands-on labs in monitoring and security, gaining exposure to cloud operations and compliance fundamentals.
- Designed powershell automation scripts and power automate workflow to support system analysis and operational insights.

Postgraduate Certificate – Project Management-IT Jan 2025 – Dec 2025
Canadore College, Brampton

- Applied SDLC and change management to plan, execute, and monitor technical projects.

- Conducted stakeholder analysis and risk assessments to maintain alignment with organizational goals.

Bachelor of Science – Information Technology
Niva Management and IT College, SMU-DE, Nepal

Feb 2013 – Feb 2016

Certifications:

- Microsoft Certified: Azure Fundamentals (AZ-900) (Microsoft, 2025)
- Google Project Management (Coursera, 2024)
- AWS Cloud Technical Essentials (Coursera, 2024)
- Web Applications for Everybody – Univ. of Michigan (Coursera, 2020)

Professional Experience:

Tech & Digital Solutions Assistant - Daughtrey Law Firm, Remote (Nov 2024 – Present)

- Automated system workflows using Power Automate and Microsoft 365 integrations, streamlining approval and reporting processes in line with IT service delivery principles.
- Managed SharePoint and Teams environments, configuring site permissions and file structures to improve collaboration and data integrity.
- Supported device and policy configuration through Intune and Entra ID fundamentals, aligning with modern workplace and endpoint management standards.
- Documented recurring issues and resolutions, improving incident response time and establishing reference material for staff troubleshooting.

Project Management Associate - TLI, Remote (May 2024 – Oct 2024)

- Assisted in drafting and implementing Standard Operating Procedures (SOPs).
- Supported digital project tracking using project management tools.
- Helped automate document workflows to improve internal coordination.

IT Officer - Sidingba Rural Municipality (GoN), Taplejung (Dec 2020 – Mar 2024)

- Led deployment and maintenance of networked systems, servers, and workstations supporting day-to-day municipal operations.
- Monitored network security and data integrity, applying access control principles and backup practices.
- Developed documentation and user training materials to enhance system understanding among administrative teams.
- Collaborated with vendors and stakeholders to plan and implement new IT initiatives within budget.