Prabin Rijal
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Professional Summary

Organized and detail-oriented professional with strong communication and administrative skills. Experienced in managing tasks, coordinating schedules, and supporting teams remotely. Proficient in office tools and committed to ensuring efficient workflow and high-quality results.

Skills

Calendar & schedule management

Email and correspondence handling

Document preparation and reporting

Data entry & database management
Strong communication in Nepali and English

Proficient in MS Office, Google Workspace, and Zoom/Team

Education

Bachelor of Arts in Social Work (BASW) (In Progress)

Tribhuvan University, Nepal | 2024–2028

High School (Science Stream)
Padmodaya Public Model Secondary School, Nepal | 2023

Work Experience

Freelance Data Annotation / Transcription | Cloud Factory | Remote

2024 – 2025 Annotated images, text, and audio data for AI and machine learning projects with high accuracy.

Ensured all tasks met project guidelines and quality standards.

Managed multiple assignments under tight deadlines while maintaining consistent productivity.

Collaborated with remote teams, providing feedback and completing tasks independently with minimal supervision.

Gained proficiency with annotation tools and platforms such as Remotasks, Label Studio, Excel, and Google Workspace.

Languages

Nepali: Native

English: Professional working proficiency

Additional Information

Strong computer literacy (Mac OS & Windows)

Comfortable with remote, deadline-driven work

Reliable internet and home workstation setup