

Karuna Hengaju

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EDUCATION

Master of Business Administration (MBA) Expected Graduation: May 2025
Boise State University, Boise ID

Master of Public Administration July 2021
Tribhuvan University, Kathmandu

Bachelor in Microbiology December 2017
Tribhuvan University, Kathmandu

SKILLS

Microsoft Excel	Microsoft Office	Microsoft PowerPoint	SQL	Google Suite
Tableau	Word press	Canva	Windows Operating System	

WORK EXPERIENCE

Administrative Assistant
Nepal Airlines Corporation, Nepal December 2018 - June 2022

Commercial Department

Managed domestic and international ticket issuance, provided multi-channel customer support, and specialized in documentation and processing for cancer patient passengers.

General Service and Property Management Department

Managed employee attendance reconciliation, oversaw inventory logistics for national and international stations, and coordinated inventory management and purchasing processes for Nepal Airlines Corporation

Deputy Manager (Part-time) May 2021-August 2021

Kamal Binayak Cooperatives Ltd, Bhaktapur

Led social event planning to boost community engagement and conducted regular organizational reviews for continuous improvements.

LEADERSHIP & INVOLVEMENT

Nepalese Student Association (NSA): Marketing and Promotions Officer August 2023- Present

Increased Nepalese Students Association event attendance at Boise State University through targeted social media marketing and event planning and decoration coordinator.

Women's and Children's Alliances (WCA): Volunteer August 2021- Present

Participated in outreach programs for domestic and sexual violence awareness, LGBTQ+ inclusion, and community education and empowerment initiatives.

TRAINING

- **Google Digital Marketing & E-commerce Professional Certificate** (Ongoing) - Coursera
- **Data Visualization with Tableau Specialization** (Ongoing) - Coursera