

PROFILE SUMMARY

Project professional with close to two years of experience coordinating software and Geo-ICT delivery for government agencies, international organizations, embassies, and development partners, alongside earlier roles in teaching, public-sector outreach, and field data collection. Works as the link between clients and development teams: translating requirements into trackable tasks, maintaining documentation and status reporting, keeping risks and blockers visible, and managing cross-cultural stakeholder communication across several concurrent workstreams. Started out hands-on in development and technical roles before moving into project management, which keeps conversations with engineering teams practical. Comfortable with sprint and task tracking, Agile ceremonies, and release coordination. MBA (2026) on top of a Bachelor's in Information and Communication Technology.

CORE COMPETENCIES

Project coordination | Sprint planning support | Sprint boards & task hierarchies | Task and subtask breakdown | PRD/SRS documentation | Release coordination | Release timelines & milestone tracking | Status reports | Standups and Agile ceremonies | Blocker, dependency and risk escalation | Task hygiene | Stakeholder communication

EXPERIENCE

Project Manager Dec 2024 – Present
NAXA Pvt. Ltd. Maharajgunj, Kathmandu

- Coordinate delivery across several concurrent software and Geo-ICT projects for government ministries, international organizations, embassies, and development partners. Project details are listed under Professional Projects below.
- Gather requirements from clients and stakeholders and document them as PRDs/SRS specifications and functional requirements.
 - Translate PRDs, design review feedback, and stakeholder discussions into structured tasks and subtasks, and keep project trackers and sprint boards updated across multiple concurrent projects.
 - Support sprint planning and Agile ceremonies, keeping boards, priorities, task ownership, and dependencies current.
 - Monitor task hygiene: dependencies, blockers, overdue items, and unassigned tasks, and flag risks proactively before they affect delivery.
 - Track release timelines against planned dates, communicate delays, and coordinate releases and post-release maintenance fixes during ongoing support phases.
 - Prepare status reports, milestone summaries, and project documentation in shared drives, keeping requirements, decisions, and open items traceable for clients and internal teams.
 - Own day-to-day client communication for ministries, international organizations, embassies, and development partners, acting as the main link between client stakeholders and the development team.

Earlier Experience
Lab In-Charge | Instructor (part time), St. Lawrence College, Chabahil, Kathmandu Mar 2023 – May 2026

- Guided students through software development fundamentals and project workflows, including planning, task breakdown, and debugging.
- Handled technical troubleshooting and system optimization, keeping lab equipment and environments ready for scheduled classes, while holding the role part-time alongside full-time project work.

Tax Awareness Team, Lalitpur Metropolitan City, Office of the Municipal Executive Jan 2023 – Jul 2023

- Organized tax awareness campaigns and collaborated with stakeholders to promote compliance through communication and presentation.

Enumerator, Poor Household Identification Program, Lalitpur Metropolitan City Feb 2022 – Jul 2022

- Conducted field surveys and data entry with operational precision, working to defined survey procedures and daily coverage targets.

PROFESSIONAL PROJECTS AT NAXA PVT. LTD.

NDRS, National Data Reporting System (National Statistics Office)
System automating national data collection, improving data accuracy and turnaround across 18 offices.

- Role: Project Manager, managing execution from requirements through rollout.
- Coordinated between the client and the development team, keeping requirements, progress, and open issues documented.
- Tracked delivery timelines and flagged blockers affecting the rollout across offices.

BIPAD Portal (Geohazard Module) (National disaster response programme)
Flood and landslide incident tracking system supporting national disaster response.

- Role: Project Manager, leading end-to-end delivery of the module.
- Translated client requirements into scoped tasks for the development team and tracked them to release.
- Coordinated review cycles and release readiness with client stakeholders.

DFIMS, Development Finance Information Management System (Ministry of Finance)
Government finance information system, managed across the full project lifecycle and into its Annual Maintenance Contract phase.

- Role: Project Manager, owning client communication and coordination from delivery through ongoing support.
- Gathered requirements with ministry focal points and coordinated scoped work with the development team.
- Logged and prioritized reported issues during the AMC phase, then tracked maintenance fixes to closure.
- Reported delivery status and fix turnaround back to the ministry.

Air Quality Dashboards (two platforms) (ICIMOD)

Two related air quality platforms: a regional dashboard integrating satellite, weather, and ground-station data, and a country-specific dashboard built for Pakistan.

- Role: Project Manager for both platforms, managing client communication and feature planning.
- Ran requirement and review meetings with ICIMOD's international team and with Pakistani government staff for the country dashboard.
- Collected feature requests, shaped them into planned scope, and sequenced delivery with the development team across both platforms.

DVS, Data Visualization System (British Embassy)

Data visualization system delivered for an embassy client.

- Role: Project Manager, acting as the primary link between client and development team.
- Maintained project documentation and prepared reporting for the client.
- Coordinated requirements and feedback between the international client and the delivery team.

Security & Justice Programme, UNOPS (UNOPS and Nepal Police Headquarters)

Data platform for Nepal Police Headquarters covering crime and accident data.

- Role: Project Manager, coordinating delivery between the client and the development team.
- Held requirement and review meetings with UNOPS professionals and officials at Police Headquarters.
- Translated data and reporting needs into scoped requirements for the development team.

Security & Justice Programme, PIN (People in Need (PIN))

Companion platform sharing much of the same feature set, applied to Gender-Based Violence prevention and response using specialized social-norms methodologies.

- Role: Project Manager, coordinating delivery and stakeholder engagement.
- Travelled to Janakpur, Simraungadh, and Barahathawa for field meetings with government personnel and local stakeholders.
- Joined international meetings with PIN and fed the outcomes back into requirements and delivery planning.

IBF-DSS, Impact Based Forecasting Decision Support System (NEEDS Nepal, World Food Programme, UN)

Decision support system built around impact-based forecasting for disaster preparedness and response.

- Role: Project Manager, coordinating requirements and delivery across a multi-agency stakeholder group.
- Ran requirement meetings with representatives from the UN, World Food Programme, NEEDS Nepal, NDRRMA, and DHM.
- Held continuous review meetings with stakeholders throughout the development phases and fed decisions back into scope and planning.

Tourism Data Portal, Digital Samriddhi (Bardiya tourism initiative)

Tourism data portal for Bardiya covering places, hotels, and related tourism information for the district.

- Role: Project Manager, owning the project end to end from requirements through release.
- Delivered the full scope within a tight timeline while keeping quality and completeness intact.
- Coordinated data collection and content coverage with stakeholders alongside development.

My Way, Greenway (Sustainability initiative)

Mobile and web initiative promoting sustainable behavior change and reducing urban carbon footprint.

- Role: Project Manager, coordinating delivery across mobile and web, tracking scope and timelines on both platforms and updating stakeholders on progress.

ACADEMIC & PERSONAL PROJECTS

Smart Dustbin, IoT (Academic team project, Team Lead)

Sensor-based smart dustbin that monitors waste levels and sends real-time disposal alerts.

- Role: Team Lead, dividing work across team members, tracking progress to the submission deadline, and integrating the hardware and software parts into a working demonstration.

Personal Portfolio (Independent): responsive personal website built with HTML, CSS, and JavaScript, as sole developer.

Tech-Blog (Independent): blog platform covering technology trends, tutorials, and industry insights, built and published solo.

SKILLS

- **Coordination & Process:** Sprint & task tracking, requirements gathering, PRD/SRS documentation, breaking requirements into tasks and subtasks, Agile ceremonies, status reporting, milestone summaries, risk & blocker escalation, release coordination
- **Tools:** Slack, Figma review workflows, Google Drive, MS Word & Excel; PM tools: ClickUp, Trello, Jira (comfortable adopting new PM tooling)
- **Technical:** Python, HTML/CSS, JavaScript; AWS Cloud Practitioner training
- **Working Style:** Cross-cultural communication across distributed teams, stakeholder management, highly organized, proactive risk spotting, customer-focused mindset

EDUCATION

Master of Business Administration (MBA), Virinchi College, AEU University, Lalitpur | CGPA 3.60

2026

Bachelor's in Information and Communication Technology (BICT), Virinchi College | CGPA 3.24

2024

+2 Science, Pinnacle Academy, Lalitpur (NEB) | CGPA 3.22

2019

CERTIFICATIONS

- **AWS Cloud Practitioner** (AWS Re/Start), Unlimited Cloud Nepal, 2023 to 2024 | **Teach to Learn**, Virinchi College, 2022 | **Microsoft Office Package & 135-Hour Programming Course**, Genese Solution / Aptech, 2020

References available upon request. Last updated: September 2026