

MASUM SHRESTHA

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PROFESSIONAL SUMMARY

Dynamic and results-driven **Project Manager & Business Development Specialist** with expertise in **Software Development Life Cycle (SDLC)**, **Agile methodologies**, **sprint planning**, **backlog management**, **financial tracking**, and **client relationship management**. Skilled in documenting project scope, contracts, and requirements while ensuring smooth project execution from inception to delivery. Adept at managing cross-functional teams, conducting **client onboarding and discovery meetings**, and overseeing project financials, including **budgeting and proforma invoice preparation**. Proven experience with **Basecamp**, **ClickUp**, and **Asana** for effective project tracking and collaboration.

CORE COMPETENCIES

- **Project Management & Agile Execution:** Expertise in **backlog management**, **sprint planning**, **sprint meeting to execution**, and **SDLC implementation**. Efficiently track progress using **Jira**, **Basecamp**, **ClickUp**, and **Asana**.
 - **Client Relations & Business Growth:** Lead **client onboarding and discovery meetings**, ensuring alignment of project scope with business objectives.
 - **Project Documentation & Contract Management:** Develop **detailed project scope documents**, **contracts**, and **requirement specifications** to maintain clarity and transparency among stakeholders.
 - **Financial Planning & Budgeting:** Oversee **project financials**, **create proforma invoices**, **track expenses**, and **manage budget allocations**.
 - **Cross-functional Team Leadership:** Coordinate across multiple departments to align **technical and business goals**, ensuring timely and successful project delivery.
 - **Process Optimization & Risk Management:** Identify inefficiencies and implement workflow optimizations to enhance productivity while mitigating project risks.
 - **Technical Proficiency:** Knowledgeable in **Flutter**, **Java**, **HTML**, **CSS**, **Python**, **Django** for better communication with development teams.
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PROFESSIONAL EXPERIENCE

Project Manager & Business Development Specialist

Digital Mantras | Baneshwor, Kathmandu | December 2023 – Present

- **Project Planning & Execution:** Managed the entire **project lifecycle**, from backlog creation, sprint planning, execution, and delivery.

- **Financial Oversight:** Created **proforma invoices, budget tracking reports, and financial performance assessments** to maintain fiscal control.
 - **Client Onboarding & Discovery Meetings:** Led meetings to understand business needs, define project scope, and align deliverables.
 - **Project Documentation:** Drafted and maintained **contract documents, requirement specifications, and detailed project scopes**.
 - **Agile Project Coordination:** Utilized **Basecamp, ClickUp, and Asana** to streamline workflows, assign tasks, and ensure seamless collaboration.
 - **Risk & Issue Management:** Identified potential bottlenecks and implemented mitigation strategies to keep projects on track.
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PROJECT EXPERIENCE

Billventory: Billing and Inventory Management System

St. Xavier's College Project

- Designed and developed a **billing and inventory system** using **Flutter and Django**, enhancing operational efficiency.
- Engaged in **requirement gathering, sprint planning, backlog prioritization, and financial feasibility analysis**.

Selected Website Projects as Project Manager

- **My Man Barber:** Managed a **barber management cross-functional app** for a Canadian client.
 - **Bearyfine:** Led the **design and development of an animation-heavy Shopify website**, optimizing the customer experience.
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EDUCATION

Bachelor of Information Management (BIM)

St. Xavier's College, Maitighar, Kathmandu
CGPA: 3.5 | 2019-2024

Higher Secondary Education (Science)

Omega International College, Kumaripati, Lalitpur
GPA: 3.3 | 2017 – 2019

Secondary Education Examination (SEE)

West Wing Secondary School, Lubhoo, Lalitpur
GPA: 3.65 | 2017

TECHNICAL & BUSINESS SKILLS

- **Project Management Tools:** Basecamp, ClickUp, Asana, Jira
- **Programming:** Flutter, Java, HTML, CSS, JS, Python, Django
- **Financial Management:** Budgeting, proforma invoice preparation, financial tracking
- **Business Development:** Client onboarding, contract negotiation, proposal writing
- **Quality Assurance:** Software testing, user-centric design evaluation
- **Document Management:** Efficient file and documentation management for smooth project execution
- **Communication:** Strong presentation, negotiation, and client management skills

LANGUAGES

- English
- Nepali
- Hindi

REFERENCES

Available upon request.