

Prabesh Dhakal Jr. Project Manager/ Business Analyst

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Profile

I am a proactive Junior Project Manager and Business Analyst with over two years of experience bridging the communication gap between clients and development teams. I specialize in requirement gathering, user acceptance testing (UAT), and project coordination across cross-functional teams. My experience includes creating wireframes using AI-based prototyping tools to translate business needs into actionable technical solutions. I am skilled at ensuring high-quality project deliverables by applying structured testing processes and maintaining clear, client-focused communication. With a strong commitment to continuous improvement and team collaboration, I aim to contribute to the success of technology-driven projects in a dynamic and professional environment.

Professional Experience

03/2022

Tokyo, Japan

Jr. Project Manager/ Business Analyst

E.K. Solutions Pvt. Ltd

- Assisted in managing multiple IT projects by supporting requirement gathering, client communication, and project documentation.
- Conducted UAT (User Acceptance Testing) for in-development systems and ensured deliverables met stakeholder expectations.
- Coordinated with senior team members on timelines, task tracking, and feedback collection across different project phases.
- Currently working on one active project and supporting requirement definition for an upcoming system by communicating directly with clients.
- Created functional documents, user flows, and wireframes using AI-based tools to clarify client needs.
- Maintained and updated project records using Excel, MS Word, and version control tools like GitHub.
- Participated in internal QA reviews, contributing to improvements in documentation and testing processes.

Skills

Soft skills

- Requirements Definition
- UAT Management
- Task Coordination
- Multilingual Communication
- Cross-cultural Management
- Problem Solving
- Time Management
- Team Collaboration

Technical skills

- **Web Technologies:** HTML, CSS, JavaScript (Basic)
- **Programming Languages:** Python (Basic), VBA (Basic)
- **Database:** SQL (Basic)
- **Automation Tools:** RPA Automation (e.g., UiPath, Power Automate)
- **AI & Prototyping Tools:** V0 , Bolt, Replit (for wireframing and prototyping)
- **Version Control:** Git, GitHub
- **Productivity Tools:** Microsoft Office Suite (Excel, Word, PowerPoint), Google Workspace

Education

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| 04/2021 – 03/2023 Saitama, Japan | Diploma in Information and Technology. <i>Chuou Information College (中央情報専門学校)</i> To develop beginner friendly practical skill in programming , networking and web development that are imidiatly useful in IT industry. |
| 04/2019 – 03/2021 Saitama, Japan | Japanese Proficiency Test : N2 Level <i>Saitama Japanese Language School (埼玉日本語)</i> To develop japanese language skill and prepare for further studies or career opportunities in Japanese society. |
| 2015 – 2019 Lalitpur, Nepal | Bachelor Degree - Drop out. <i>Caribbean College of Management</i> |
| 2013 – 2015 Lalitpur, Nepal | High School <i>Nightingale College Management</i> |

Languages

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| Nepali Native | Japanese Conversational Level | English Conversational Level |
| Hindi Conversational Level | | |

Certificates

- Elements of AiElements of Ai
- Getting Started with Git and GitHub Getting Started with Git and GitHub
- Introduction to Relational Databases (RDBMS)Introduction to Relational Databases (RDBMS)
- Introduction to Software, Programming, and DatabasesIntroduction to Software, Programming, and Databases

Courses

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| 04/2025 | Python (Code in Place) <i>Stanford University</i> |
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