

**PROFILE**

Dynamic and driven professional with a forward- thinking mindset. Eager to embrace challenges and apply strategic insights to achieve professional objectives.

**PERSONAL INFORMATION**

Name: Puja Gongal Shrestha Date of birth: 08.03.1992

Nationality: Nepalese

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**ORGANIZATIONAL SKILLS**

* Time management
* Networking and communication
* Creativity and Problem solving
* Analytical thinking
* Social and competencies
* Project management

**IT SKILLS**

* Stata
* Veasy Quoter tool User (SAP)
* MS Office (Word, Excel, PowerPoint, Outlook, Teams)
* Microsoft Power BI (Basic)
* HubSpot
* Orlo/AEM
* Sway
* Microsoft 360
* SAP (ERP and APO)

CURRICULUM VITAE

# EDUCATION

**10/2017 – 12/2020**

**University of Paderborn, Paderborn, Germany**

* Program: MSc. International Economics and Management
* Thesis: Trade-off between working hours and work-life balance

**07/2010 – 07/2014**

**Nepal College of Management, Kathmandu, Nepal (Affiliated to Kathmandu University)**

* Program: Bachelor’s in business administration
* Major: Finance
* Thesis: Decreasing Loan Demand in Nepalese Banking System
* Entrepreneurship program: Environmental protection theme “Save the

Woods”

# WORK EXPERIENCE

**Leybold GmbH, Cologne Germany •Fulltime**

**08/2023 – Present**

**Project Manager – Supply Chain Management**

* Coordinated projects to enhance lead time processes, safety stock arrangement, and inventory control, crucial for seamless supply chain management.
* Spearheaded SAP master data settings, testing, and training document

preparation enhancing data accuracy and user efficiency across the

organization.

* Global stock transfer process settings and capacity improvement project in Cologne, Valence and Dresden.

**Leybold GmbH, Cologne Germany •Fulltime**

**03/2023 – 07/2023**

**Flex Graduate Web Customer Experience VT – Web communication**



* Led initiatives to optimize the company's Google Business Profile, enhancing online visibility and stakeholder engagement.
* Developed and implemented e-learning modules on SharePoint, improving internal training and operational efficiency.
* Enhanced SEO for product pages, boosting online traffic and user engagement, aligning with digital marketing objectives.

**11/2022 – 02/2023**

**Flex Graduate Customer Center VTS Edwards USA – Sales and Marketing**

* Install Base Project: Sales support focusing on Customer segmentation, Dashboard and reporting, Data, and territory management.
* Work with Service Sales engineers of customer center – data analysis and feedback providing actionable insights.
* Leads generation in C4C, and smart sheet creation for sales team for future change update and sustainability.

**07/2022 – 10/2022**

**Flex Graduate Communication Industrial Vacuum – Communication**

* Update the content and design in share point for cross departments exchanging transparent internal business information.
* Brand value creation and idea sharing, using different communication tools like Orlo, SharePoint and Sway.
* Chasing Product Managers updating news of products and success stories in the News Sticker for better view of product ideas and knowledge.



**HOBBIES**

Cooking, sports, reading books, travelling

**LANGUAGES**

German: C1

English:

Business Fluent

Hindi:

Business Fluent

Nepali:

Native

**03/2022 – 06/2022**



**Flex Graduate Customer Center Leybold Germany – Digital Marketing**

* Conducted market research to identify and target potential customers, leading to enhanced lead generation at key trade shows.
* Coordinated logistics and marketing materials for trade fairs, ensuring effective brand presentation and audience engagement.
* Managed weekly social media campaigns, increasing brand awareness and customer engagement across digital platforms.

**08/2021 – 02/2022**

**Flex Graduate VTS – Product Marketing**

* Preparation of quick availability of real-time customer success stories and product benefits for sales engineers on the interactive marketing page.
* Provided training and support for service CRM tools, enhancing efficiency and proactive service delivery across global customer centers.
* Collaborated with sales teams to optimize product quotations and marketing strategies, driving customer acquisition and retention.

**02/2021 – 07/2021**

**Leybold GmbH, Cologne Germany •Intern**

**Product Marketing Intern VTS**

* Streamlined marketing templates and documents for the Veasy Quoter project, boosting operational efficiency.
* Updated and managed service product portfolios, ensuring current offerings and efficient operations.
* Championed workplace diversity by actively participating in diversity and inclusion initiatives.

**10/2015 – 05/2016**

**Rolling Plans Pvt. Ltd., Kathmandu, Nepal •Fulltime**

**Telecommunication**

**B2C Tele sales Representative**

* Provided customized telecommunication solutions to enhance customer satisfaction and retention.
* Improved sales strategies and customer service through quality assessments.
* Addressed and resolved customer complaints swiftly, boosting overall client experience.

**01/2014 – 11/2016**

**Cloud Factory, Kathmandu, Nepal •Parttime Social Enterprise**

**Online data operator (Team leader)**

* Managed digital conversion projects like paper-to-text, enhancing data precision.
* Led team performance evaluations, driving productivity and skill enhancement.
* Directed impactful community projects, promoting social engagement and development.

**05/2012 – 12/2012**

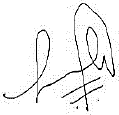
**IT Sutra Pvt. Ltd., Kathmandu, Nepal •Parttime**

**Information Technology**

**Senior Marketing and Sales Executive**

* Led the integration of digital Interactive Presentation Boards, increasing market engagement.
* Created educational storyboards, enhancing learning experiences effectively.

**25/08/2024**



**Puja Gongal Shrestha**