

Neha Shakya

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Imadol, Lalitpur

SUMMARY

As a Bachelor of Computer Information System student. With experience in designing, communicator, and business development. I have developed strong analytical, problem-solving, communication, and time management skills. My background in this sector has allowed me to enhance my skills in team collaboration, communication, and presentation. These skills make me a strong candidate for the position of Project manager role at your company.

KEY COMPETENCIES

Time Management

Trello,Jira

Communication

Adobe Illustrator,Photoshop

Figma

Multi-tasking skills

Project managment Skills

Research and Analytic skills

Stagtegit thinking

EDUCATION

Apex College (Bachelor)

2019 - 2024

PROFESSIONAL EXPERIENCE

Kali Infotech Pvt.Ltd (Ui/Ux Designer and Graphic Designer)

Aug 2022 - 2023 Feb

- Designed user-friendly interfaces for websites and mobile applications, improving user engagement.
- Created visually compelling branding materials, including logos, brochures, and social media post, aligning with client vision and market trends.
- Worked closely with clients to understand their needs and deliver designs that exceeded expectations.
- Utilized tools like Adobe Photoshop, Illustrator, and InDesign to produce high-quality visuals.

KUSH Fintech Consultant (Designer and Client-Communicator)

May 2023 - 2024 Jan

- Managed multiple design projects simultaneously, ensuring quality and timely delivery.
- Utilized tools like Adobe Photoshop, Illustrator, and InDesign to produce high-quality visuals.
- Managed multiple concurrent projects using tools like Trello, ensuring deadlines and quality standards were met.
- Liaised with clients to understand their requirements thoroughly and effectively communicated these to the team, ensuring seamless project execution and client satisfaction.

Susankya global (Business Development)

Mar 2024- 2024 Jul

- Identified and targeted important audiences to help drive business development.
- Connect with a large number of individuals in the industry.
- Attend meetings with clients to understand their requirements and problems.
- Collaborated with teams to ensure seamless project execution and client satisfaction while adhering to the client's budget.

RELEVANT PROJECT

Minor II (E-Bidding System), Major Project (E- Commerce Application)

- Designed project UI/UX and defined the project scope, objectives, and timeline for effective planning
- Planning and allocating the tasks based on the project timeline.
- Tracking the project milestones and ensuring the tasks are completely on time using Trello.
- Collaborating with the team using GitHub for version control, Ensuring smooth integration of code changes.
- Gathering feedback from our supervisors to incorporate changes and improvements into the project.
- Comprehensive report writing form the project objectives, mission, vision, literature review, methodologies, testing, integration, summary, and conclusions.
- Preparation of all the diagrams to be included in the reports (DFD level 0,1,2, ERD, Use Case Diagram, Context Flow Diagram).
- Presentation of the project along with my team members for our project demo, pre-defense, and defense.