

Diroj Khanal

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SUMMARY

Motivated and detail-oriented aspiring Project Manager with a strong foundation in **task coordination** and **team collaboration**. Equipped with solid knowledge of modern project management tools and **methodologies**. Eager to apply leadership, organizational, and communication skills to deliver successful projects.

KEY SKILLS

- **Core Skills:** Task Coordination, Team Collaboration, Project Planning, Scheduling, Risk Management, Stakeholder Management
- **Project Management Tools:** Jira, Trello, Notion, Project Libre, Google Docs & Spreadsheets
- **Methodologies:** Agile, Scrum (basic understanding)
- **Soft Skills:** Leadership, Communication, Problem Solving, Time Management, Adaptability

EDUCATION




Bachelor in Information Technology

Tribhuvan University

Expected Graduation: 2026

Relevant Coursework: Project Management Fundamentals, Organizational Behavior, Communication Skills

CERTIFICATIONS

-  **Career Essentials in Project Management** — Microsoft, LinkedIn Learning (2024)
[View Certificate](#)
-  **Introduction to Project Management** — Simplilearn SkillUp (2024)
-  **Life Global Certificate** — LIFE Global (2024)
[View Certificate](#)

RELEVANT EXPERIENCE

Team Leader – Group Research Project

Tribhuvan University, [March 2024]

- Coordinated tasks among a 4-member team to complete a research project within deadlines.
- Facilitated weekly meetings and progress tracking using Trello.
- Promoted team collaboration and clear communication.

Event Coordinator – College Fest

Volunteer Role, [Nov 2024]

- Managed logistics and scheduling for a student event with 100+ attendees.
- Delegated tasks to volunteers and ensured smooth execution.
- Encouraged team collaboration and problem-solving under time constraints.

ADDITIONAL INFORMATION

Languages: English (Fluent), Nepali (Native)

Interests: Productivity Tools, Teamwork, Leadership Development