

# KUSUMM MAHARJAN

Passionate and self-driven AI enthusiast with a strong commitment to Python, Machine Learning, and AI. Dedicated to continuous learning, problem-solving, and applying AI to real-world challenges. Seeking an opportunity to deepen my expertise and contribute meaningfully to the field.

+977-9860164404

kusumm.mhz@gmail.com

github.com/itskusummm

in kusumm-maharjan

## TOOLS

Python, FastAPI  
SQL, MongoDB  
Tableau, Github  
Advanced Google Spreadsheet  
Data Visualization  
Adobe Illustrator, CanvaPro

## SKILLS

Interpersonal skills  
Communication  
Active Listening  
Leadership & Teamwork  
IT Recruitment  
Problem Solving

## EDUCATION

**Patan Multiple Campus-**  
Bachelors in Business Studies  
2016-2021

**Pinnacle Academy**  
2014-2016

**Adarsha Vidya Mandir (AVM)**  
2014

## EXPERIENCE

### PROJECT ASSISTENT/DATA ANALYST

#### Cloudfactory

- Developed and managed project timelines, tracked task progress, and monitored throughput to maintain team efficiency.
- Provided regular performance insights using advanced Google Sheets and Power BI dashboards.
- Created training forms, documented team understanding, and resolved task-related queries from cloud workers.
- Acted as a communication bridge between team and client to gather, clarify, and relay requirements effectively.

Skills: Leadership and Administration · Project Assist · Teamwork and Collaboration · Risk Analysis · Quality Assurance · Time Management · Problem Solving · Data Mining and Data Cleaning · Performance Analysis · Data Visualization · Data Analysis

### INTERNSHIP TRAINEE

#### Machhapuchchhre Bank Ltd. · Part-time

Skills: Advanced Excel · Paperworks for Loan Department · Remittance · SWIFT · CRM · Cheque/ATM/Mobile Banking Queries and Activation · Patient and Resilient · Customer Service · Communication Skills · Active Listening · Leadership and Administration · Teamwork and Collaboration

### SALES AND CUSTOMER SERVICE REPRESENTATIVE

#### Ncell

- Advised corporate and retail clients on telecom plans based on budget and usage analysis.
- Processed service activations, applications, and payment tracking to ensure timely collections.
- Addressed customer complaints and ensured resolution with a focus on satisfaction and retention.
- Worked extended hours during monthly billing cycles while maintaining professionalism.

Skills: Communication Skills · Leadership and Administration · Administrative Assistance · Patience and Resilient · Problem Solving · Planning

## OFFICE ADMINISTRATIVE ASSISTANT

### Orient Int'l Relocation

- Managed document processing for import/export logistics and scheduled executive meetings.
- Coordinated courier dispatch and ensured compliance with shipment protocols.
- Maintained office filing systems and provided administrative support for international shipments.

Skills: Scheduling meetings · Processing of Import/Export Documents · Logistic / Courier/ Air Express · Communication Skills · Leadership · Administration

## JUNIOR ASSISTANT

### Quest Technologies Pvt.Ltd · Part-time

- Receiving calls, managing appointments, recording stocks of multiple banks and insurance company, filling forms.

## CERTIFICATIONS

### Fusemachine - AI Fellowship 2025

Skills : Computer Vision, Image Processing, CNNs, Neural Networks, NLP, Prompt Engineering

### IBM Data Analyst Specialization

Skills : Data Analytics · Advanced Excel · Advanced Google Sheet · SQL · Database · Data Visualization · AI & Development · Python

### Data Science with Python and SQL Specialiation

Skills : Statistics · Data Science · Databases and SQL for Data Science with Python · R Studio · Statistical Analysis techniques

### Google IT Automation with Python

Skills : Using Python to Interact with the Operating System · Git and GitHub · Automating Real-World Tasks with Python · Troubleshooting and Debugging Techniques · Python

### Data Science and AI - Deerwalk

Skills : Python, Statistical Analysis, Machine Learning, Artificial Intelligence, NLP

## REFERENCE

**Mrs. Karuna Tuladhar**  
Chief Project Manager  
Cloudfactory  
9841570061

**Mrs. Sabita Paudel**  
Assistent Officier  
Machhapuchhre Bank  
9849478962

**Mrs. Pradipa Dhunju**  
Center Supervisor  
Ncell  
9802100135