

# Samman Majgainya

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Kathmandu, Lazimpat | sammanp03@gmail.com | 9862442323

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## Professional Summary

Detail-oriented and creative professional with 1+ years of experience in marketing, project coordination, and client success. Skilled at developing and executing content strategies, managing projects with cross-functional teams, and driving client engagement through effective communication and process optimization. Experienced in preparing reports, tracking campaign/project progress, and implementing improvements that enhance delivery efficiency and outcomes.

Combines strong marketing insight, technical literacy, and project management skills with a proven ability to adapt in fast-paced, team-driven environments.

## Core Skills

Marketing & Content: Campaign Planning, Content Strategy, Digital Marketing Assets, Performance Tracking, Copywriting

Project Management: Project Documentation, Jira, Trello, Confluence, Notion, Risk Analysis, Scheduling, Workflow Optimization

Client Success: Relationship Management, Empathy, SLA Tracking, Process Improvement, Reporting & Presentation

Technical & Tools: MS Office Suite, Google Workspace, Git/GitHub, Python (basic automation), SQL, HTML/CSS

Soft Skills: Communication, Collaboration, Problem-Solving, Creativity, Time Management, Adaptability

## Experience

### Extratech – Business Development & Client Success Associate

Kathmandu | Sept 2024 – Present

- Built and maintained strong client relationships across Australia and Asia-Pacific.

- Supported marketing initiatives by preparing presentations, proposals, and sales collateral for client decision-making.
- Coordinated with Tech, Education, and Operations teams to deliver services on time and within scope.
- Monitored client engagement metrics and reported on service-level agreement (SLA) performance.
- Suggested process improvements to enhance service delivery and client satisfaction.

### **NAXA – Project Management Intern**

Kathmandu | Jul 2024 – Sept 2024

- Managed project schedules, documentation, and stakeholder communications to keep initiatives aligned with business objectives.
- conducted risk assessments and implemented mitigation strategies to reduce delays.
- Coordinated with cross-functional teams and provided structured updates to stakeholders.
- Supported the development of project frameworks to streamline client file management.

### **Danson Solutions – Content Creation & Marketing Intern**

Kathmandu | Jun 2023 – Mar 2024

- Developed and executed strategies to deliver 50+ digital and written assets for marketing campaigns, consistently meeting deadlines.
- Collaborated with designers and developers to ensure alignment with brand messaging and project goals.
- Monitored content performance and recommended improvements to increase audience engagement.
- Streamlined review workflows, reducing repetitive revisions and boosting campaign efficiency.
- Contributed to marketing campaign planning, scheduling, and reporting.

### **Education**

Islington College – BSc (Hons) Computing, Artificial Intelligence (2022 – 2025)

British Model College – A Levels, Science Group (2019 – 2021)

Srijana Bal Vatika School – Secondary Education Examination (2019)

### **Projects**

German Traffic Sign Recognition (Computer Vision Application)

- Built a computer vision pipeline using Python, OpenCV, Pandas, and Matplotlib.
  - Implemented preprocessing and detection techniques for object classification and real-time recognition.
- (Kept for technical credibility, but positioned as an academic project.)

## **Certifications**

Registered Scrum Master – Scrum.ENC