

Sharin Gajurel

Koteshwor, Kathmandu Nepal

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Background

Analytical and detail-oriented professional experienced in requirement documentation, data analysis, and cross-functional coordination. Skilled in preparing BRD, FSD, and user stories, conducting UAT, and tracking performance metrics to support business and technical alignment. Strong understanding of digital product workflows, API integration documentation, and process optimization in fast-paced technology environments.

Work Experience

Product Owner | CG Communication

April 2024 – Present

- Conduct requirement analysis sessions with internal stakeholders to capture business and technical needs.
- Prepare and maintain documentation, including Business Requirement Documents, Functional Specification Documents, user stories, and workflow diagrams.
- Collaborate with developers, QA, and design teams to ensure timely and accurate project delivery.
- Lead User Acceptance Testing to validate product functionality and ensure quality standards.
- Analyze performance data and user feedback using Excel and Google Sheets to identify improvement areas and reduce delivery delays.
- Coordinate with finance and operations teams to monitor system transactions and resolve data inconsistencies.
- Track project KPIs and prepare executive reports for leadership review.

Marketing Executive Intern | Lord Buddha Education Foundation

September 2023 – February 2024

- Conducted competitor and market research to inform new product and campaign strategies.
- Collected and analyzed data on campaign performance using Excel, improving engagement rates.
- Supported documentation of business requirements, user flows, and feature specifications.
- Assisted cross-department coordination between design, operations, and marketing teams for project execution..

Education

- **B.Sc. (Hons) Information Technology**
Asia Pacific University of Technology and Innovation | Lord Buddha Education Foundation
2022 – 2025
- **Intermediate**
Himalaya English Boarding Secondary School - 2021
- **S.E.E.**
Aims International Academy - 2019

Trainings and Certification

- Data Analytics using Excel: Great Learning Academy
- Product Management: Great Learning Academy
- Ultimate Product Management Course: Udemy

Relevant Skills

- Analysis: Statistical Techniques, Reporting, KPI Monitoring, SWOT Analysis
- Tools: Excel, Google Sheets, Basic SQL
- Documentation: Data Standards, Reports, User Stories, Test Cases
- Collaboration: Cross-functional Teams, Mentoring, Stakeholder Alignment
- Soft Skills: Detail-Oriented, Problem-Solving, Communication, Process Adherence

Leadership and Engagement

- Former President, Social and ECA Club – LBEF
 - Directed cross-functional teams to deliver large-scale events, ensuring logistics, compliance, and reporting accuracy.
 - Hosted engagement programs, incorporating participant feedback into event improvements.

References

- Ms. Alisha Basnet
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- Ms. Pooja Singh
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