

**MANISH TIMALSINA**manishtimalsina10@gmail.com | +977-9849641161 | [LinkedIn](#) | [Github](#)

Gender: Male | DOB: 2001-02-03 | Kathmandu, Nepal

**PROFILE SUMMARY**

A detail-oriented project management professional with experience in planning, executing, and monitoring projects to ensure timely delivery and successful outcomes. Skilled in team coordination, stakeholder collaboration, and optimizing workflows using tools like MS Office and Agile methodologies. Adept at handling diverse responsibilities, including awareness campaigns, field surveys, and technical instruction, while maintaining a strong focus on communication, time management, and achieving project goals.

**SKILLS**

**Technical:** MS word & Excel, Python, HTML/CSS, Basic JavaScript, and Project Management.

**Soft skills:** Communication skills, Collaboration, Customer focused mindset, Cross-cultural Sensitivity, Time management & Attention to details.

**EXPERIENCE**

- **NAXA PVT. LTD** **Maharajgunj, Kathmandu**  
*Project Management Intern* *NOV 2024 – Present*
  - Assist in planning, executing, and monitoring projects while supporting team coordination and ensuring timely delivery of project goals.
- **St. Lawrence College** **Chabahil, Kathmandu**  
*Lab InCharge / Instructor* *Aug 2024 – Present*
  - Guided students in technical troubleshooting and system optimization, fostering collaboration in diverse environments.
- **Lalitpur Metropolitan City, Office of Municipal Executive** **Pulchowk, Lalitpur**  
*Tax Awareness Team* *Jan 2023 – July 2023*
  - Organized awareness campaigns and collaborated with stakeholders to promote compliance, demonstrating strong presentation and communication skills.
- **Lalitpur Metropolitan City, Office of Municipal Executive** **Pulchowk, Lalitpur**  
*Enumerator – Poor Household Identification* *Feb 2022 – July 2022*
  - Conducted field surveys and data entry tasks with high accuracy, building operational discipline.

**EDUCATION**

- **Virinchi College, AEU university** **Lalitpur, Nepal**  
**Master of Business Administration (MBA)** *Expected Graduation, SEP 2026*
  - **Related Coursework:** International Business, Corporate Communication, Quality and Change Management, Project Management, Marketing Management, Managing People in Organization, Cyber Law etc.
- **Virinchi College, AEU university** **Lalitpur, Nepal**  
**Bachelor's in information and communication technology (BICT)** *Graduated, JAN 2024*
  - **GPA:** 3.24/4.00
  - **Related Coursework:** databases, Operating System, cybersecurity, cyber law, testing, Knowledge Management, Project Management, Requirements Engineering, Agile Software Development, Computer Forensic, Advanced Java, OOP, Discrete Mathematics etc.
- **Pinnacle Academy** **Lalitpur, Nepal**  
**+2 in Science (Physical)** *Graduated, 2019*
  - **GPA:** 3.22/4.00
  - **Related Coursework:** Physics, Chemistry, Math's, Computer Science, English etc.

## **PUBLICATIONS**

- [What Project Managers Can Learn from Film Directors](#)
- [From Local to Global: The Journey of Institutional Sales](#)
- [Mastering Prompt Engineering](#)

## **PROJECTS**

- **[Personal Portfolio](#)**  
*Portfolio | Solo Developer*
  - Developed a responsive personal portfolio website using HTML, CSS, and JavaScript to showcase skills and projects.
- **Smart dustbin - IoT**  
*IoT - ICT Mela Project | Team Lead*
  - Designed an IoT-enabled smart dustbin with sensors to monitor waste levels, notify disposal status in real-time, and automatically open the lid when people are nearby, enhancing hygiene and efficiency.
- **Tech-Blog - A Platform for Technology Topics**  
*College Project | Solo Developer*
  - Independently developed a blog platform focused on technology, featuring articles on trends, programming tutorials, and industry insights.

## **TRAINING AND CERTIFICATE**

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|---|--|
| ➤ <b>AWS – Unlimited Cloud Nepal</b><br><i>AWS Re/Start Training – AWS Cloud Practitioner</i> | <b>Kathmandu, Nepal</b><br><i>Sep 2023 – March 2024</i>      |
| ➤ <b>Virinchi College</b><br><i>Teach to Learn</i>  | <b>Kumaripati, Lalitpur</b><br><i>Feb 2022 – March 2022</i>  |
| ➤ <b>Genese Solution</b><br><i>Microsoft Office Package</i>                                   | <b>Bakundole, Lalitpur</b><br><i>March 2020 – April 2020</i> |

## **REFERENCE**

### **Susmina Manandhar**

Project Management Team Lead || NAXA

[Contact information available upon request]

### **Roshan KC**

Co-Ordinator || Virinchi College

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**Last Updated: Mar 3, 2025**