



CONTACT

 Cranbourne, VIC, Australia

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CONNECT TO ME



CERTIFICATIONS

- University – Bachelor's degree Certificate
- Project Management Professional (PMP) - By [Sorin Dumitrascu](#) (CERTIFIED)
- Atlassian Jira and Scrum Fundamentals - By [Vlajko Knezic](#) (CERTIFIED)
- Business Analysis "A to Z" Masterclass - by Meetul Patel
- Best Excellence Certification, Rising Star Award achieved - Danfe Consulting Melbourne

EXPERTISE

- Ability to work under pressure
- Problem solving
- CRM
- Business Process Modeling Notation (BPMN)
- Advanced Excel
- Agile business analysis
- Collaboration skills
- Database (PostgresSql, MySql, MongoDB)
- Jira, Confluence
- Web Development
- Data Structure and Algorithm
- Technical Writing

EXTRA CURRICULAR ACTIVITIES

- Freelancing
- Learn new Technologies
- Fitness
- Volunteered during Covid 19 Pandemic
- Host Events

Work Rights in Australia

- Right to work
- Student Visa
- Fully Vaccinated

SUNITA SHRESTHA

Business Analyst | Project Manager | Admin Officer

5+ years of professional experience as a Seasoned Business Analyst and some experience in project management, bringing a wealth of experience in orchestrating successful projects, optimizing business strategies, and excelling in skill assessment and customer engagement. With a track record of driving cross-functional teams toward project milestones and exceeding business objectives, I thrive in delivering results. My adeptness in analyzing business processes and leveraging data-driven insights has consistently contributed to streamlined operations and improved efficiency. Moreover, my expertise in skill assessment methodologies and fostering engaging customer interactions has played a pivotal role in enhancing team performance.

EXPERIENCE

March 2023 - Current | ADMIN OFFICER / BUSINESS ANALYST

DANFE CONSULTING | Melbourne, VIC, Australia

- *General Role:* Performed financial analysis to identify and understand trends in financial data and developed and maintained databases to track and analyze customer data. Help client to gather the required documents and process the skill assessment process understanding their requirement.
- Assisted in developing analysis workflow improvements to raise effectiveness and decrease errors by engaging closely with partners to develop and expand reporting capabilities. Worked with client requirements to specify business plans and goals.
- *Frontend Role:* Edit the images to match the requirement of the clients and follow the Agile Development practices. Worked in Figma with latest UI/UX technologies and frameworks for CRM and marketing website being developed.
- *Communication:* Collaborate with product managers and developers to determine the best solutions to difficult problems and identify and communicate best practices for backend engineering with other developers and motivating other developers in scrum meetings to meet the targeted goal. Participated in design and code reviews along with other developers.
- *Participated in Hiring process:* Involved in hiring new hires by asking them technical as well as non-technical questions along with the Product Manager.
- *Testing:* Writing unit testing, End to end testing for the developed features for the quality assurance and maintain the quality of the product being developed.
- *Technologies Used:* Agentcis CRM, Jira Project management Software, github, Visual Studio, Microsoft Office Package.

April 2017 - July 2022 | JUNIOR BUSINESS ANALYST

GORKHA MANAKAMANA AUTO PVT LTD | Ratopul, Kathmandu

- Identifying and analyzing business processes and Working with client to formulate and document business requirements.
- Using agile development to develop system software and make changes accordingly.
- Participated in over viewing backlog prioritization, sprint planning, daily stand ups, change management and overall execution.
- Prepared necessary documents for various stages of project in consultation with senior project manager.
- Reported to senior management on project status
- Creating user and training documentation and conducting formal training.and Deal with the different types of clients and fulfill their requirements.
- Developed and maintained databases to track and analyze customer data.
- Created spreadsheets and other documents to present financial information to senior management.
- Developed strategies to improve business processes and increase efficiency.

EDUCATION

February 2023 - Ongoing AUSTRALIAN INSTITUTE OF HIGHER EDUCATION

Major: Masters in Business Information System

July 2022 KCMIT COLLEGE, TRIBHUWAN UNIVERSITY

Major: Bachelors in Information Management