

Suzzine Amgain

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PROFILE

Motivated and detail-oriented individual with a background in computer engineering and a growing interest in business administration and strategic planning. Currently pursuing an MBA while gaining practical experience in operations, coordination, and data-focused initiatives. Skilled in tools like Power BI and Excel, with a strong foundation in project workflows, team collaboration, and digital systems. Passionate about bridging technical understanding with organizational goals to support meaningful progress and innovation.

KEY COMPETENCIES

Technical Skills

- Data Analysis & Reporting: Microsoft Excel, Power BI
- Programming Knowledge: MySQL, C, C++ (basic)

Project Management

- Aware of Agile methodologies
- Resource allocation
- Planning and organization
- Quality control

Interpersonal Skills

- Client communication
- Requirement gathering
- Research skills
- Documentation

PROFESSIONAL EXPERIENCE

Genese Solution, Bakhundole, Lalitpur

Global Sales Operations and Insights Lead

Jun, 2025 - Present

- Coordinate with global teams to enhance pipeline visibility and streamline CRM workflows.
- Assist in tracking key sales metrics and support CRM optimization initiatives.
- Contribute to the preparation of enablement materials aligned with regional sales priorities.
- Collaborate across departments on data documentation and the execution of high-impact internal projects.

Federation of Nepalese Chambers of Commerce & Industry (FNCCI)

Internship

Jan, 2025 - May, 2025

- Assist in organizing events and coordinating key activities (Nepal International Trade Fair 2025).
- Conduct research on delegates to support strategic engagements and plan seating arrangements (FNCCI AGM 2081).
- Work with the internal team to enhance the NIES-FNCCI website.
- Draft professional emails for effective communication with stakeholders.

SNT Global Logistics, Guangzhou, China (广州运展国际货运代理有限公司)

Operations Assistant (Remote)

Jul, 2024 - May, 2025

- Gather and document requirements from English-speaking clients for internal teams.
- Collaborate with internal teams to maintain effective workflows and promptly address client inquiries.
- Utilize Power BI and Excel to create reports for data analysis and visualization.
- Ensure accurate communication of client requests.

LIS Nepal, Lalitpur, Nepal

Resource Management Trainee

Jan, 2024 - Jul, 2024

- Coordinated internal projects, including data migration and CRM system integration using machine learning.
- Created Power BI dashboards to track resource utilization and streamline reporting processes.
- Scheduled and facilitated team stand-ups and sprint planning sessions to enhance team collaboration.
- Generated detailed reports on resource allocation and project progress to support decision-making.

Resource and Project Management Intern

Jul, 2023 - Jan, 2024

- Assisted in allocating resources and tracking project timelines to ensure efficient operations.
- Prepared resource allocation and project status reports for management review.
- Contributed to quality control processes for internal projects, ensuring alignment with objectives.
- Supported team collaboration through documentation and reporting of key project milestones.

ACTIVITIES

Volunteering in Kathmandu Metropolitan City Ward 26

2020 A.D - Present

Volunteered at iHub Kathmandu (American Space)

Feb 2025 - May 2025 A.D

Completed Data Analysis with Power BI Training

2024 A.D

Participant in Yomari Code Camp held at KU IT Meet

2022 A.D : Awarded with "The Best Idea"

Participant at Students Quality Circle (SQC)

2012 - 2014 A.D : 1st Runner-Up in Story Writing Competition - 2013 A.D

EDUCATION

MBA, Kings College (ONGOING)

Affiliated to Westcliff University, USA

B.E, Kathmandu Engineering College

Computer Engineering (BCT)

+2, Kathmandu Model College

Science (PCM)

SLC, Galaxy Public School