

Sakchham Karki

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Education

BA/ BBA
Oct 2017 - Sept 2021

Ritsumeikan Asia Pacific University
Thesis: *India's Achilles' Heel: An Exploratory Study of Soft Skills Development in the Indian Environment*
Relevant Coursework: Strategic Management in Organisation, International Relations Human Resource Management, Diplomacy, Macroeconomics, Global Politics, Public Policy, Business Journalism, Strategic Decision Making
St. Xavier's College
Economics, Business Studies, Accounting, General Paper and Mathematics

CIE A-Levels
July 2015 - Aug 2016

Work Experience

Assistant to Head of Communications Sept 2021 - Present

United Nations University (UNU) **Tokyo, Japan**

- Reviewed articles authored by leading professionals in the world to manage the literary works in the university.
- Managed and undated the official YouTube account for UNU.
- Assisted the head of communications in organising meetings and seminars.
- Attended meetings and seminars concerning international relations and world politics conducted by leading Japanese professionals.
- Diary Management: full year organisation of the diary and appointments, provision of a full administrative service to the HOC in respect of meetings and projects.
- Correspondence: Acted as a point of contact on a day-to-day basis for all correspondence, reception, and management of letters in the Tokyo Office (dispatching, scanning, and sending to appropriate recipient).
- Managed the HOC's electronic calendar, inputting day to day activities and planned meetings, reminders and deadlines.

Executive Assistant to the CEO

April 2018 - Oct 2021

Phuc Corporation

Oita, Japan

- Diary Management: full year organisation of the diary and appointments, provision of a full administrative service to CEO/ HOD in respect of travel and visit management including itinerary management and full booking.
- Correspondence: Acted as a point of contact on a day-to-day basis for all correspondence, reception, and management of letters in the Oita, Japan office (dispatching, scanning, and sending to appropriate recipient).
- Meetings & Events: Organized meetings including ensuring that the practical arrangements are in place, that meetings ran smoothly and efficiently, and that any necessary preparation materials were received on time. This included conferences and off-site meetings.
- Managed the CEO's electronic calendar, inputting day to day activities and planned meetings, reminders and deadlines.
- Assisted the CEO/ HOD with business expenses submission in the system, claims, travels bookings and accommodation when travelling or going to external meetings.
- Managed and supported all letters received from clients requiring CEO/HOD signature a in timely manner, with transmittal receipt.
- Managed the CEO's office space, including reference and research materials.
- Took notes during company meetings and acted as the client liaison
- Accompanied the CEO to offline and online meetings to take notes and keep her updated.

Co-Owner

Mar 2018 – Oct 2021

Cuhponosu Restaurant

Oita, Japan

- Opened and invested in a Vietnamese restaurant in Japan.
- Managed the day-to-day logistical activities of running a restaurant, handling an average of 50,000 yen/day.
- Managed all areas of the operations during scheduled shifts which included supporting the staff, full interaction with the guest, ensuring that the customers' needs were met while enforcing standards for personal performance.
- Ran the SNS for the restaurant for marketing and promotion purposes.
- Organised direct training programs within the restaurant.
- Organised numerous multicultural days in the restaurant in order to bridge the gap between the Japanese and the international residents in Beppu and increase the sales and promotion of the business.
- Monitored purchasing, storage, preparation, cooking, handling and additionally serving of all food beverage products to make sure correct recipe, portion and additionally specification standards were met.

Translator

April 2018 - Oct 2021

Phuc Corporation

Oita, Japan

- Translated in-house documents/files meant for English, Hindi and Nepali as target language.
- Provided high-quality translation content under tight deadlines.
- Reviewed, edited, and provided feedback on UI, Marketing, Legal, Technical content of target Linguistic Review Languages.
- Worked with localization project managers and other teams to identify and address linguistic issues.
- Worked part-time as an interpreter in Hotel Fuyo Club during the Rugby World Cup 2019.

Language Tutor
April 2018 - Oct 2021

**Program Coordinator,
GCEP**
Oct 2019 - Feb 2020

Phuc Corporation

Oita, Japan

- Taught English and Hindi to Japanese Workers for a local contractor. Switched it to virtual classes from 2020.
- Organised out-of-classroom events like karaoke and picnic to foster the English and Hindi speaking skills of the students.
- Assisted the students to take standardised English proficiency tests.
- Developed lesson plans and curricula based on the needs of individual students.
- Provided conversational classes where pronunciation and important words and phrases are taught.
- Conducted research on teaching methods, materials, and language games that can be used in class.
- Scheduled and prepared students for oral and written examinations.
- Monitored student's progress by writing up reports and grading assessments.
- Organised feedback sessions with students and their partners if applicable.
- Teaching students about English and Indian culture, which included festivals, traditional food, and dress, and social conventions.
- Organizing fun events where students can showcase their English and Hindi language skills.

Ritsumeikan Asia Pacific University

Oita, Japan

- Organised events and workshops Global Competency Enhancement Program (GCEP) for Japanese business workers to adapt in the multicultural environment.
- Conducted training for current Teaching Assistants and created modules to implement in the workshop classes.
- Worked in close contact with Professors and Academic staffs at APU to bridge the gap between the administration and the Japanese workers.

Academic and Leadership Activities

Teaching Assistant

Oct 2019 – Jan 2020

Oct 2018 – Jan 2019

Student body Leader/ Assistant to organisers

April 2021 – Sept 2021

Project Leader/ Planning Committee

Aug 2019 – Nov 2019

Board Member/ Planning Committee

Jul 2018 – Oct 2018

Organiser

Jan 2018 – Feb 2018

Study Skills and Academic Writing Course

Oita, Japan

- Developed module for students to get used to Academic writing
- Graded Academic papers weekly to give feedbacks to the students and attended trainings to develop the skill to more than 200 students

Ritsumeikan Primary School World Week

Kyoto, Japan

- Held orientations to communicate the details of the event to APU guest teachers in Ritsumeikan Primary School.
- Worked in close contact with the organisers to plan, execute and manage the event
- Acted as a guest teacher with the goal of introducing India's culture to Japanese school students.

Ritsumeikan APU Indian Week

Oita, Japan

- Ensured successful completion of the main show by supervising activities of music and dance teams including 50 members.
- Organised "Bollywood Night" to introduce the Indian film culture to the international student body.
- Raised 80,000 yen in funds by performing traditional Indian dance in a local fair.

Ritsumeikan APU Nepal Week

Oita, Japan

- Ensured successful completion of the main show by supervising activities of 4 teams including 35 members
- Raised 50,000 yen in funds by opening food stall at a local event

Cuhponosu Asian Nights

Oita, Japan

- Organised a culinary exchange event where participants can exchange cuisine from their homeland and interact in a multicultural environment.
- Used the SNS of the restaurant to market and promote the event and the restaurant.
- Was successful to raise business' monthly sales by 28%.

Internships and Volunteering Activities

Communications Writer

May 2021 – July 2021

Save Ancient Studies (SASA)

New Jersey, USA

- Created content for global print and digital marketing communication channels (brochures, emails, flyers, video storyboards, social media, press releases, product announcements, infographics, internal communications, tradeshow, webinars).
- Worked in close collaboration with CEOs and Department Managers (Product Managers and Segment Marketing) to advise on content strategy to ensure accuracy and relevance of content.
- Translated complex historical subject matter and communicate it in a clear and concise manner, using the appropriate “voice” for our reader segments, and write historical narratives from data obtained by R&D and applications scientists.
- Developed content that is aligned to Company and brand messaging, positioning and tone of voice.
- Assisted in project management and PR of external organisation and news outlets related to ancient world studies remotely through Zoom.
- Drafted reports on social media performance through Google Analytics and Google Ads
- Designed social media posts for the official SNS of SASA.

Assistant to Branch Manager

Mar 2017 – May 2017

State Bank of India

Kathmandu, Nepal

- Issued checks, ATM cards, opened bank account and audited bank documents
- Represented the branch in regional presentations.
- Handled the daily miscellaneous logistics of the branch.

Arts and Business Reporter

Oct 2016 – Feb 2017

The Kathmandu Post

Kathmandu, Nepal

- Covered the opening of numerous art exhibitions and galleries in the valley and interviewed artists in Nepal
- Attended press releases to interview organisers of various events.
- Analysed market trends to draft reports on the Nepalese Markets.
- Interviewed officials to extract data and write reports on government policies.

Languages

English – Fluent

Hindi – Native

Nepali – Native

Japanese - Fluent

Spanish - Intermediate

Bengali – Intermediate

Additional Skills

Secretarial Work, Administrative Work, Diary, Calendar and Travel Management, PA, Human Resource, Tutoring, Soft Skills, Conducting Research and Report Drafting, MS Office- Word, PowerPoint, Excel, Olive-Video Editing, Google Analytics, Google Ads, (Project Management) - Slack, Trello, Teams

Interests

Mughal/ Pahari Art

South-Asian/ Southeast-Asian Cuisine

Animal Care/ Rescue

Pattachitra Painting

South-Asian Performing Arts

Travelling

References

Phan Trung Phuc

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Beppu, Oita, Japan
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Professor Haider Ali

Ritsumeikan Asia Pacific University
Beppu, Oita, Japan
alhaidar@apu.ac.jp

Yuan-Kwan

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Tokyo, Japan
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