**Curriculum Vitae**

**I. General Information**

|  |  |
| --- | --- |
| **Name** | ShovanaGautam |
| **Proposed position** | Enterprise Development Facilitator ( EDF) |
| **Sex and age** | 32, Female |
| **Caste/ethnicity** | Pahadi Brahman (Other) |
| **Address** | Basgadi Municiupality -5, Bardiya |
| **Email, mobile, fax** | +977-9848030374 |

**II. Educational qualifications**

|  |  |  |
| --- | --- | --- |
| **Degree** | **Name of school/institution** | **Year of completion** |
| M.Ed. | T.U. | Running |
| Bachleors in Education | T.U. | 2065B.S. |
| 10+2 | HSEB | 2060B.S. |
| SLC | SLC Board Nepal | 2057B.S. |

**III. Training received**

|  |  |  |
| --- | --- | --- |
| **Subject of training** | **Name of institution/training organization** | **Duration of training** |
| Skill Test Assessor's Training | NSTB,Kathmandu | 5-7 March 2014 |
| EDF Level 3 | NSTB | 3 Month |
| Basic Radio Announcement Training | Aabhash Cyber & Computer Training Center | 11 Days |
| Basic Computer Course | Aabhash Cyber & Computer Training Center | 3 Months |
| Leader Development and Small Programme Management | Business Consultancy Service Center (BCSC) | 5 Days |
| Start and Improve your Business **(SIYB) ToT Level 1** | Micro Enterprise Development Programme (MEDEP), UNDP | 3 Weeks |

**IV. Employment history**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year (From…To…)** | **Name of organization** | **Position** | **Key roles and responsibilities (specify district also)** |
| 8 February 2016 to 15 July 2016 | Enterprise Development Service Center (EDSC) | Enterprise development Facilitator (EDF) | * Site selection for potentiality study for the Program implementation. * Implement survey at working areas through the PRA/RRA for identify the problems. * Formation the Micro Entrepreneur Group (MEG)/Micro Entrepreneur Groups Association (MEGA) & organize group meeting. * Prepare the business plan. * Organize skill/vocational training. * Report writing for activity. * Market linkage. * Linkage with the Micro credit service provider. * Provide business counseling to the entrepreneur. * House hold survey * Conduct entrepreneurship Development Training * Organize MEG meeting etc. |
| 10 October 2012 to December 2014 | National Entrepreneurship Development Center (NEDC) | EDF | * Site selection for potentiality study for the Program implementation. * Implement survey at working areas through the PRA/RRA for identify the problems. * Formation the Micro Entrepreneur Group (MEG)/Micro Entrepreneur Groups Association (MEGA) & organize group meeting. * Prepare the business plan. * Organize skill/vocational training. * Report writing for activity. * Market linkage. * House hold survey |

**V. References (at least three)**

**Mr. Tej Bahadur B.C.**

Area Programme Support Manager

Micro Enterprise Development Program (MEDEP)

Email: [tej.bc@medep.org.np](mailto:tej.bc@medep.org.np)

phone no. +977-91525803

**Mr. Bishnu Prasad Khanal**

Chairperson

Fine Smart International Consultancy Pvt. Ltd.

khanaljeee100@gmail.com

Phone # +977-9841320535

**Mr. Narayan Lamsal**

Chairperson

Enterprise Development Service Center

Phone: +977-9858024636

Date: …………………………………………………………. Signature: …………………………………………………………………….