

# BHAGAWOTI LAMA

GODNESS OF LOVE & COMPASSION

## OBJECTIVE

Driven professional with four years of experience in office management and program coordination, aiming to apply strong organizational, leadership, and problem-solving abilities in a dynamic role. A collaborative team player and effective communicator, dedicated to delivering high-quality results while pursuing ongoing growth. Passionate about community involvement and making a meaningful impact.

## EXPERIENCE

### ASST. MANAGER

*July 2022-till date (Nepal GS. Import & Export)*

- Overseeing warehouse maintenance and organization.
- Managing office maintenance and ensuring smooth operations.
- Handling documentation and record-keeping.
- Maintaining petty cash and ensuring accurate financial tracking.
- Assisting in day-to-day administrative and operational tasks.

### EVENT MANAGER

*April-May 2022 (Tanneri Chaso)*

- Managing budgets to ensure cost-effectiveness and financial accountability.
- Overseeing event logistics, including transportation, catering, and equipment setup.
- Supervising event staff and volunteers to ensure smooth operations.

### FIELD SUPERVISOR

*Sept-Nov 2021 (National Population Census 2021)*

- Managing and coordinating field data collection efforts during the census.
- Training and supervising enumerators to guarantee accurate data gathering.
- Assessing enumerators' performance and offering support as needed.
- Gathering and reporting progress on data collection to appropriate authorities.
- Working with local officials and community leaders to support the census process.

## ABOUT ME

Enthusiastic and driven individual with a passion for learning, exploration, and travel, dedicated to contributing to social causes and community service initiatives.

## CONTACT

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Chandragiri Municipality,  
Kathmandu, Nepal



# EDUCATION



## **TRIBHUVAN UNIVERSITY**

Studied Masters of Arts in  
Rural Development

2024

## **TRI-CHANDRA MULTIPLE CAMPUS**

Bachelors

2019

## **PROGRAM CO-ORDINATOR**

*2017-2020 (Shiksha Nepal)*

- Planning, organizing, and executing program activities and events.
- Maintaining accurate records and documentation of program activities.
- Managing budgets to ensure cost-effectiveness and financial accountability.
- Overseeing event logistics, including transportation, catering, and equipment setup.
- Supervising event staff and volunteers to ensure smooth operations.

## Academic Skills

### Computer Skills

- Computer Programming (HTML, Java)
- Database Management
- Accounting Software (Busy Software)
- Digital Marketing and Productivity Tools
- Communication Tools and Platforms

- Assessment Planning
- Academic Writing, Research, Editing, and Presentation
- Critical Thinking and Multitasking
- Proposal Writing and Planning Communication tools

### Extra curriculum Activities

- Successfully organized awareness initiatives under the theme "Alikati Ujyalo Abhiyan."
- Led and distributed resources through "A Charity Program for Tarai Flood Victims."
- Contributed to the "Let's Read Digital Library" project in 2019.
- Successfully hosted the National Reading Mela in 2018.
- Actively campaigned for the "No Thanks Campaign: No More Plastic."
- Conducted social awareness programs addressing issues of girls' trafficking and child labor.