

SUMIT KAFLE

Project Coordinator: Finance & HR Expertise

PERSONAL DETAILS

Dallu,Bagmati Province, Nepal Kathmandu
sumitkafle05@gmail.com, +9779868644055
Date of birth: September 10, 2000
Place of birth: Birendranagar,06, Surkhet,Karnali Province
Gender: Male

CAREER OBJECTIVES

As a Master’s student in Business Administration with a solid foundation in project management, finance, and human resources, I bring over a year of cross-functional experience to support impactful decision-making and organizational growth. My roles as Project Coordinator, HR Officer, Finance Officer, and Assistant Accountant with Prabidhik Shikshyalaya & Cooperative Ltd, along with a banking internship, have equipped me with a strategic and analytical skill set. This experience enables me to approach challenges with a comprehensive perspective,balancing operational efficiency with effective financial stewardship. I am now pursuing a role as a Business Consultant, where I can leverage my academic insights and professional experience to drive strategic objectives and contribute to long-term organizational success. My goal is to enhance my expertise, deliver measurable results, and thrive in a dynamic, forward-thinking environment that values professional growth and innovative solutions.

ACADEMIC ACCOMPLISHMENT

Master’s in Business Administration (MBA) Global College of International, Kathmandu	Nov 2023 – Present
Bachelor in Business Administration (BBA) Mid-West University School of Management (MU), Surkhet	Jun 2022
National Examinations Boards Usha Bal Batika Secondary School, Surkhet	Sep 2017
School Leaving Certificate Examination Usha Bal Batika Boarding School, Surkhet	Jun 2015

PROFESSIONAL EXPERIENCE

Project Coordinator Smartpalika Pvt.Ltd. (Subsidiary of Cellapp Pvt.Ltd.), Kathmandu,Nepal	May 2023 – Present
<ul style="list-style-type: none">Lead and manage comprehensive project initiatives, ensuring the successful implementation of innovative digital solutions.Collaborate with multidisciplinary teams to optimize project workflows, enhancing overall efficiency and	

productivity.

- Monitor project timelines and deliverables, proactively identifying and resolving challenges to maintain adherence to deadlines.
- Demonstrate proficiency in devising and executing strategic business plans, optimizing processes for maximum efficiency and seamless workflow execution.
- Serve as a communication focal point, bridging the gap between clients and project teams to facilitate understanding and collaboration.
- Cultivate expertise in external communication strategies, fostering valuable connections and partnerships to enhance inter-organizational collaboration.
- Leverage digital tools for survey administration and effectively manage volunteers, ensuring streamlined operations and successful project outcomes.

HR officer

Jan 2024 – Present

Cellapp Pvt.Ltd, Kathmandu

- Establish HR policies that align with regulatory standards, ensuring compliance and risk mitigation.
- Initiate programs to improve employee retention, build leadership skills, and promote an inclusive work environment.
- Oversee recruitment and onboarding processes to attract and select top-tier talent.
- Address employee inquiries and provide support for HR-related issues, enhancing satisfaction and engagement.
- Work with management to align HR strategies with organizational goals and support the overall mission.

Finance officer

Sep 2021 – Mar 2023

Kakrebihar Prabidhik Shikshyalaya, Surkhet

- Collaborate seamlessly with Financial Managers and cross-functional team members to successfully execute various accounting tasks, ensuring cohesive financial operations.
- Maintain meticulous company ledgers and record daily financial transactions, demonstrating a keen eye for detail and accuracy in financial documentation.
- Proficiently create a variety of financial documents, including bills, invoices, pay-orders, payables, receivables, and purchase orders, contributing to the smooth functioning of financial processes.
- Identify discrepancies in ledgers and accounts, track them to their source, and implement corrective measures. Additionally, manage payroll activities, coordinate payment details with external service providers, and generate daily reports for both management and team members to ensure transparency and informed decision-making.

Assistant accountant

Jul 2019 – Sep 2021

Pioneer Multipurpose Cooperative Limited, Surkhet

- Maintain precise records for daily transactions, ensuring accuracy and completeness in financial documentation.
- Prepare detailed balance sheets and generate monthly, quarterly, and annual financial reports, providing a comprehensive overview of the company's financial health.
- Manage calendars and schedule meetings efficiently, demonstrating organizational skills and contributing to seamless team coordination.
- Record accounts payable and accounts receivable, regularly updating internal systems with financial data. Additionally, reconcile bank statements to ensure financial accuracy and integrity.

SKILLS

Ability to group quickly and adopt a flexible environment

Interpersonal skills including decision making and fast learner

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Up to date with modern accounting tools and software

Interest on group building and team work

Better communication skills with proper leadership approaches

LANGUAGES

English

Nepali

Kathmandu

INTERNSHIPS

Customer Service and Loan Processing Internship

Aug 2021 – Sep 2021

NIC ASIA Bank, Ltd., Jumla Road Branch, Surkhet

- Work closely with Financial Managers and cross-functional team members to efficiently execute a range of accounting tasks, fostering a collaborative approach to financial management.
- Ensure accuracy in financial records by maintaining company ledgers and recording daily financial transactions, demonstrating meticulous attention to detail.
- Create a variety of essential financial documents, including bills, invoices, pay-orders, payables, receivables, and purchase orders, contributing to the smooth flow of financial processes.
- Identify and rectify discrepancies in ledgers and accounts, manage payroll activities, and oversee payment and billing details with external service providers, contractors, and vendors.

EXTRACURRICULAR ACTIVITIES

President

Mar 2019 – Jan 2023

Nova Helping Foundation, Birendranagar, Surkhet

- Collaborated with the board and committees to develop and implement initiatives addressing the unique needs of the elderly and orphans.
- Established relationships with experts in aging studies, social work, and related fields to stay informed about the latest methods and advancements.
- Designed targeted fundraising strategies to support programs for the elderly and orphans.
- Engaged with the local community to foster partnerships, inspire volunteerism, and encourage support for projects benefiting vulnerable populations.

Joint Secretary

Apr 2020 – Nov 2020

Mid-West University School of Management Student Welfare Council, Birendranagar, Surkhet

- Assisted senior officials, including the Secretary and Director, with daily administrative tasks.
- Served as a mediator to facilitate amicable resolutions between conflicting parties.
- Contributed to the planning and organization of events, conferences, and seminars.
- Coordinated meetings by preparing agendas and taking minutes as needed.

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CERTIFICATES

Certificate of Fellowship Graduation

Nov 2019

Completed the Sachet Yuwa Fellowship Training, a collaborative initiative of AYON and PSL/UNDP, from June to November 2019. This training focused on empowering youth to actively engage in parliamentary affairs, promoting accountability, and ensuring that youth voices are mainstreamed in decision-making processes.

Human Centered Approach to Incubation and Acceleration

Jan 2021

Completed the "Human-Centered Approach to Incubation and Acceleration" training organized by USAID and KBCF over a duration of 5 days. This program focused on innovative strategies for fostering entrepreneurship and enhancing support mechanisms for startups, emphasizing the importance of understanding user needs in the incubation process.

Ward Level Youth Network

Jun 2022

Awarded for successfully completing the "Leadership Development and Capacity Building Orientation Program" held on June 22, 2015, organized by the Ward Level Youth Network.

5th Global International Conference

Dec 2023

Engaged in a two-day international conference, where I actively participated in expert-led discussions and collaborated with professionals from diverse backgrounds to exchange insights and best practices in the field.

Business Analysis Models

Oct 2023

Participated in a workshop focused on business model analysis under the Erasmus+ ENCORE project, enhancing my analytical skills and understanding of innovative business strategies through collaborative exercises and expert guidance.

COURSES

Office Application and Diploma in Application Programming Course

Apr 2017

- Gained proficiency in operating systems, Microsoft Excel, and Microsoft Word.
- Developed skills in various office applications to enhance productivity and efficiency.

REFERENCES

Dr. Akshya Arora

Global College International(MU), Kathmandu,Nepal
9829281332, Akshya21@gmail.com

Mr. Madan L. Pradhan

Global College International, Kathmandu,Nepal
9851115045, madanlpradhan@outlook.com

Mr. Prakash Tiwari

NIC ASIA Bank Ltd., Surkhet
9848039479, tiwariip@gmail.com

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