

Rasila Gautam

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rasila.com.np

Environmental Science graduate with 6+ years of experience in international education consulting, visa documentation, and client counseling. Strong track record in compliance management, stakeholder communication, and project-based volunteering. Detail-oriented and proficient in supporting clients and institutions under strict regulatory frameworks.

CORE COMPETENCIES

- International Education Consultancy
- Client Counseling and Needs Assessment
- Research, Data Analysis, and Reporting
- Stakeholder Communication and Coordination
- Microsoft Office, Google Suite
- Visa Advisory
- Compliance and Regulatory Documentation
- Report Writing
- Cross-cultural Collaboration
- R (Basic), Python (Basic), LaTeX

PROFESSIONAL EXPERIENCE

Pride Abroad Studies Pvt. Ltd., Kathmandu, Nepal *GTE Officer* Dec 2020 – Present

- Manage visa processes for Australia, UK, Canada, USA, Ireland, South Korea, etc.
- Counsel students aligning academic options with personal goals.
- Ensure up-to-date compliance with immigration and institutional rules.
- Liaise with universities, embassies, and applicants for smooth application flow.

Capital International Academy, Kathmandu, Nepal *Counselor & Documentation Officer* Jan 2018 – Dec 2020

- Delivered end-to-end application support for UK, Australia, Canada, USA.
- Maintained precise documentation and handled day-to-day operations.
- Advised applicants on program choices, eligibility, and documentation.

EDUCATION

MSc Environmental Science, Tribhuvan University, Kathmandu 2024

BSc Environmental Science, Tribhuvan University, Nepal 2018

CERTIFICATIONS & TRAININGS

- Leo Leadership Training, Lions Club (Nov 2017)
- Community-Based Emergency Response Training, VSO & Nepal Red Cross (2019)
- Concise Vermicomposting Training, NSFT (2016)
- Fundraising: "The Great Centurian", Community School Initiative (2016)

TECHNICAL SKILLS

Office Tools: Microsoft Office, Google Suite
Communication: Fluent in English and Nepali; Conversational Hindi
Research: Literature review, survey design, data analysis, report writing
Programming: R (Basic), Python (Basic), LaTeX

RESEARCH AND PUBLICATIONS

- **Research Paper:** Impact of Climate Variability on Agricultural Productivity and Food Security in Banke, Nepal (1990–2020). DOI: doi.org/10.61440/JESAR.2025.v3.51
- **Master’s Thesis:** Climatic Variables and Crop Production in Janaki RM, Banke
- **Bachelor’s Thesis:** Water Quality Assessment of Bagmati River Using CWQI

VOLUNTEERING AND LEADERSHIP

- **VSO/ICS Volunteer**, Lalitpur (Jul–Oct 2018): Projects on gender inclusion and disaster risk governance in Changunarayan-8, Bhaktapur.
- **Leo Clubs:**
 - Member, Leo Club of Kathmandu Sauharda (2021–Present)
 - Board Member, Kathmandu Sauharda (2020–2021); Kathmandu Dreams (2017–2020)
- Led programs in heritage cleaning, event hosting, disaster response, and community training.

LANGUAGES

Nepali: Native
English: Fluent (IELTS 7.5, no band below 7)
Hindi: Conversational

REFERENCES

Ms. Mala Pradhan

Project Coordinator, VSO Placement Changunarayan
mala.pradhan92@gmail.com

Education Agent References available upon request