

To

The HR Manager

Karuna Foundation Nepal

Kathmandu, Nepal

Subject: Application for the Position of Associate Officer- Program (Palika Coordinator)

Dear Sir/Madam,

I am writing to express my interest in the position of Associate Officer- Program (Palika Coordinator), as advertised by Karuna Foundation Nepal. With a Bachelor's degree in Public Health (BPH) from Birat Health College & Research Center, and over two years of experience in community-level public health programs, I am confident in my ability to contribute effectively to the Disability Prevention and Rehabilitation Program. My registration as a Bachelor of Public Health professional under the Nepal Health Professional Council (Registration No: A-5008 Jan PH) further reflects my commitment and adherence to the highest professional standards.

My experience as an Admin Assistant and Health Counselor at the Endocrine Clinic has equipped me with comprehensive skills in community-level healthcare, nutrition and diet consultation, and chronic disease management. I have honed my abilities in quality assurance and administrative support for senior management, enabling me to coordinate effectively and ensure the success of public health initiatives.

In addition, my previous experience has also provided me with the necessary skills to manage field data, support the implementation of health programs, and mobilize communities and stakeholders for improved health outcomes. I have fluency in both Nepali and English, which facilitates effective communication and reporting, and I am well-versed in preparing and executing detailed action plans, monitoring progress, and evaluating outcomes.

I am enthusiastic about the opportunity to work with Karuna Foundation Nepal in strengthening community support systems and contributing to the sustainable development goals of the program. I am particularly drawn to your focus on inclusive development and rehabilitation, and I am confident that my background aligns with the requirements of the position.

I have attached my resume for your review and would appreciate the opportunity to discuss further how my qualifications and experience align with the goals of Karuna Foundation Nepal. Thank you for your time and consideration.

Sincerely,

Sadikshya Bhattarai

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