

UMESH PRADHAN

NIRMAL BASTI, NEAR KK MART
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OBJECTIVE/SUMMARY

A dynamic individual with over 10 years of experience in managing people and resources in Administration, Human Resources and Finance.

Snapshot of achievements:

1. Coordination and management: Effective coordination and management of technical project team. In successive years since 2007, worked with people from diverse backgrounds and consistently delivered results.
2. Partnership for Results: Partnership with UN and intergovernmental bodies to advance disaster risk reduction and management following the 2015 Mega Earthquake in Nepal.
3. Technical collaboration: In collaboration with technical teams from other practice areas, planned and implemented joint cross practice activities.
4. Project Management: Managed multiple teams from diverse fields and achieved output for different projects.
5. Administrative and Financial Management: Supported each program with contemporary management practices along with internal control measures and organization policy manuals.

WORK EXPERIENCE

Manager | Education Consultant | IELTS Instructor

March 2018 – Present

Neil Consultancy, Bagbazar, Kathmandu, Nepal

Skyfall International Educational Consultancy, Putalisadak, Kathmandu, Nepal

Operation Manager

March 2017 – Feb 2018 (12 Months)

Saathi, Nakkhu, Lalitpur, Nepal

Summary

1. Facilitated in developing and implementing strategic plans essential for organizational growth, sustainability
2. Evaluated overall performance by thoroughly gathering, analyzing information and support improvements.
3. Administered organizational policies, procedures to be applied appropriately revised policies, procedures in consultation with the management team.
4. Ensured that the organization meets compliance standards and operates with legality conformity to established regulations.
5. Oriented and guided Line Managers in executing HR and administrative affairs within

their department/program and ensured that the efforts within the organization are well coordinated.

Duties and responsibilities attained.

- Ensured adequate staffing and placement was carried out effectively in all departments and programs.
- Planned and updated Human Resource Planning (HRP)
- Assisted Line Managers in drafting and updating job description and specifications
- Managed recruitment and selection, staff training and development activities, compensation administration, staff performance appraisals/evaluations, grievances and facilitated decisions on transfers/termination/resignation and other associated HR affairs.
- Ensured staff personnel file and staff related administrative records/decisions/communications are properly organized and maintained.
- Oversaw HR related reports such as leaves, attendance, trainings, staff list, and related HR matters.
- Supervised all financial transactions and ensured that it has been carried out in compliance to organization's policy as well as relevant rules, and regulations.
- Provided adequate support and resources for office logistics, supplies, equipment, and machinery so as to enable staffs to execute their tasks.
- Ensured general administration of the office and branch office.
- Evaluated procurements needs identified for the organization and facilitated procurements in best possible manner.
- Compiled and managed service agreements with vendors/service providers
- Facilitated establishment of new program for project infrastructure and provide logistic support.
- Supervised logistics support in events, meeting and workshops as deemed necessary.

Operations Manager

Jan 2016 – Feb 2017 (14 Months)

Street Child of Nepal, Bakhundole, Lalitpur

Responsibilities

Financial and Accounting:

- ◆ Assisted in preparing monthly and annual financial reports.
- ◆ Ensured appropriate bank & cash management procedures are in place and operating effectively, including bank reconciliations for all accounts, cash counts and cash transfers to project sites.
- ◆ Managed payroll, receivables, payables, receipts and cash disbursements

Administration/Procurement and Logistics:

- ◆ Oversaw creation, implementation and monitoring of internal and external contractual agreements.
- ◆ Supported in follow up on recruitment and renewal processes and established contracts for national staff.
- ◆ Supported visits to project sites, including transportation, accommodation and stipend payments.
- ◆ Provided support on overall procurement and logistics requirement. Ensured that all necessary documents relating to procurement are properly filed and documented. Established

and maintained centralized records of all assets for both consumable and fixed assets. Implemented effective internal control of assets, inventory and property management.

- ◆ Maintained proper control and monitoring procedures for the procurement and contracting processes. Prepared and manage Request for Quotations (RFQ's), Purchase Requests, Bid Analysis Sheet (BASs), and reviewed purchase receipts, quotations, bids and proposals, evaluations and negotiations of all goods and services to ensure compliance with procurement regulations.
 - ◆ Assisted in the coordination of vehicle controls, supervision of drivers, and management of staff movements. Ensured consistent communication, coordination and responsiveness with the managers and field staff on the status of procurement, contracting and logistics activities.
 - ◆ Established and maintained an internal tracking system for staff leaves and holidays.
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Program / Logistics Associate

June 2015 – Dec 2015 (6 Months)

UN Habitat (UN Human Settlements Agency), Pulchowk, Lalitpur

Responsibilities / Terms of Reference.

- ◆ Coordinated, conducted, and participated in programmatic meetings. Assisted with meeting logistics to ensure effective implementation.
 - ◆ Adhered to administrative and recordkeeping guidelines to support accurate bookkeeping and documentation of activities.
 - ◆ Explored for vendor and keep it in roster for quick procurement process. Assisted to procure shelter construction material and office supplies.
 - ◆ Handled inventory management of expendable and non expendable.
 - ◆ Supported logistical arrangements for travel including obtaining security clearance, booking tickets, obtaining visas and assisting the staffs in preparing travel claims and processing them.
 - ◆ Provided logistical support for conducting meetings, workshops and trainings.
 - ◆ Assisted in any other administrative tasks as requested by the Management team at UN-Habitat Central Office.
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Operation Manager

Dec 2014 – June 2015 (6 Months)

Action for Child Rights International, Jwagal, Lalitpur

Responsibilities / Terms of Reference

- ◆ Improved the operational systems, processes and policies in support of organizations mission, support better management reporting, information flow and management, organizational process and organizational planning.
 - ◆ Managed and increased the effectiveness and efficiency of Support Services (HR, IT and Finance)
 - ◆ Oversaw overall financial management, planning, systems and controls.
 - ◆ Developed individual program budgets.
 - ◆ Supervised staffs and evaluated their performance on quarterly basis.
 - ◆ Prepared grant proposals for relevant program and activities of calendar year.
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Program Assistant (Case Management) / Interviewer

Nov 2007 – Dec 2014

IOM Nepal (International Organization for Migration), Damak, Jhapa, Nepal

Summary of duties and achievements:

- ◆ Conducted face-to-face non-confrontational interviews to obtain and input biographic data and information into the Worldwide Refugee Admissions Processing Systems (WRAPS)
- ◆ Conducted regular Exit Permit circuit rides in liaison with IOM Kathmandu by coordinating with various Nepal government ministries for selection of officers sanctioned to grant Exit Permit for Bhutanese refugees.
- ◆ Documented and captured applicant's stories accurately in English in a timely manner and on a daily basis. Provided correct information and counseling to applicants related to their application for refugee resettlement.
- ◆ Identified issues encountered at interviews and followed up with UNHCR via appropriate channels: deferral letters versus counseling slips. Conducted in-camp prescreening for disabled and ill applicants as and when necessary.
- ◆ Performed administrative tasks of providing payment to designated Government officials in coordination with IOM Finance Unit at the end of each circuit ride or during the end of the month of their term.
- ◆ Weekly dispatch of Exit Permit letters and Nepali spouse documents by charter / commercial flight to IOM Operations Kathmandu. Coordinated and confirmed refugee appointments/arrivals with other units and agencies within and outside: Non US countries and Operations.
- ◆ Prepare final manifest to all concerned units within and outside IOM: Operations KTM, MHD (Medical Health Department), UNHCR (United Nations Higher commission for refugees) and WFP (World Food Programme).

EDUCATION/QUALIFICATIONS

Master in Social Work [MSW]

June 2017, IGNOU, New Delhi, India

Bachelor of Arts (Major English) [BA]

Nov 2009, Damak Multiple Campus (Tribhuvan university)

Bachelor of Business Administration [BBA]

Oct 2007, ICF AI, Dehradun, India

Grade XII

May 1997, Army Public School, New Delhi, India

SKILLS

Computer skill proficiency

*Diploma in Information System Management (MS Excel, Word, Powerpoint, Outlook),
Graphics Designing*

Typing (Nepali and English)

60-70 wpm

Languages: Nepali (native), English (fluent), Hindi (fluent), Newari (intermediate)

IELTS band Score: Overall 7 band score (Test date: 18 Aug 2018)

TITI Certified Education Counselor – Training attended in Aug 2018

British Council IELTS Teacher Training Workshop – Feb 2019

REFERENCES

Salina Tamang

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