**Curriculum Vitae**

**Neerodha Chandra Dahal**

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**CAREER GOAL**

Seeking a challenging and creative position requiring self-motivated, commanding performance and demonstrated skills in planning, material designing, teaching and researching in educational fields, thus utilizing artistic skills while presenting in front of students with my experience, educational qualifications.

**PROFILE SUMMARY**

* More than fifteen years experience in teaching different subjects in different levels.
* Strong Planning over teaching subjects or items, designing applicable teaching tools according to level, age, nature of subject matter and interest of teen and adult students.
* Producing attractive teaching materials utilizing audio-visual devices, computer applications and Internet.
* Designing, managing and commanding several co-curricular and extra-curricular activities/programs.
* Exposure to various resources related to teaching utilizing Information Technology.
* Guiding and Counselling skills evident in motivating students and helping them on improving their achievement and showing right track.
* Computer basics. **Passport NO.:07495626 (Issue Date:15Jun,2014)**
* **Overall IELTS band score 7.5**

**ACADEMIC CREDENTIALS**

* **M. Phil(GENERAL MANAGEMENT) scholar,Purwanchal University**
* ***Master of Education, (EPM),***Puwanchal University

Major: **EPM**

Course duration: 2 years

**Percentage: 60.12**

* ***Masters of arts (political science), TU*** thesis left

Major: **FOREIGN POLICY AND DIPLOMACY**

Course duration: 2 years

**Percentage:**

* ***Master of Business Studies***, Tribhuvan University, Mahendra Multiple Campus, Sunsari.

Major: **Finance**

Course duration: 2 years

**Percentage: 58.98**

* ***Bachelor of Business Studies, (BBS)***Tribhuvan University, Mahendra Multiple Campus, Sunsari.

Major: **Marketing**

Course duration:2000 - 2006

Percentage: 38.86

* ***Bachelor of Education*, (B.Ed.)**Tribhuvan University, Mahendra Multiple Campus, Sunsari.

Major: **Population**

*Course duration:* one year (2009- 2010)

*Percentage: 49.50*

* ***Intermediate in Commerce*,(I.Com)**Tribhuvan University, Mahendra Multiple Campus, Sunsari.

Major: **Account**

Course duration: 1996-1999

Percentage: 39.90

* ***School Leaving Certificate (SLC****)*, Gaukhari Ma. Vi. MorahangTerhathum, SLC Board Nepal

**WORK EXPERIENCE**

1. **Served Institute :Arun Overseas**

**Address :Dharan – 10, Sunsari**

**Position : Accountant Cum Marketing Executive**

**Duration : One Year (full time from 5am – 7pm)**

**Key Duties Performed**

* Maintain the daily books of account and handle the banking transactions
* Deal with the visitors regarding foreign employment.
* Coordinate in between the director and foreign parties for fixing the interview date, venue and circulate to the concerned accordingly.
* Shortlist the applicants for pre and final interview.
* Accomplish all the necessary tasks of the successful candidates by providing them the necessary support and proper guidance.
* Guide the foreign parties for visit, lodge and sightseeing around the territory.
* Effective and successful completion of regular activities being under the supervisor.

1. **Served Institute : Micro World Computer Pvt. Ltd.**

**Address :Dharan – 4, Nepal**

**Position : Sales Executive cum Accountant (Full time)**

**Duration : One year**

**Work time : 10 am to 4 pm**

**Key Duties Performed**

* Receive, dispatch and inspect the invoice.
* Pass the bills for receipt and payment.
* Route the parts – materials as per the principle “A place for everything and everything in its place.”
* Update the catalogues and price list as per market change and other circumstances.
* Formulate the new and unique strategies for sales promotion.
* Maintain the daily books of accounts.
* Perform the banking transactions and prepare the reports.
* Apply the broad strategies to meet the sales target.

1. **Served Institute : NavodayaVidyaMandir Higher sec. School Dharan – 16, Sunsari**

**Position : Account and English teacher**

**Duration : 2060/01/07 B.S. to 2065/06/25 B.S.**

**Work time : full**

**Key Duties Performed**

* Teaching aspects of English language- Vocabulary and Grammar.
* Teaching speaking and writing.
* Assessing students' achievement.
* Giving feedback to pupils, discussing with guardians about their children's learning outcomes.

1. **Served Institute : The British English Institute (Vice Principal)/ The New Practical English Language and Multi Training Centre**

**Address :Dharan – 9, Sunsari**

**Position : English Language Instructor**

**Duration : 2000 – 2008 A.D.(Part time)**

**Key Duties Performed**

* Planning and designing courses for different levels viz. Elementary, Intermediate and Advance.
* Designing Placement tests and Bi-Monthly tests.
* Teaching English with different Approaches, Methods and Techniques.
* Teaching different aspects of language such as Vocabulary and Grammar.
* Conducting Ex-temper speech, Oratory speech and spelling contest.
* Teaching all the skills of language – listening, speaking, reading and writing.
* Using and designing teaching materials – songs and rhymes, games and puzzles, audio-visuals, pocket charts, flash cards, match stick figures and so on.

1. **Served Institute :BIRENDA MEMORIAL COLLEGE**

**Address :Dharan – 4, Sunsari**

**Position : Finance and Marketing teacher(Bachelor Level)**

**Duration : More than 6 years ( 1ST July 2012 to 20th February 2018)**

**(Part time Morning Shift)**

1. **Served Institute : UN College &Navodaya Higher Sec. School**

**Address :Dharan – 16, Sunsari**

**Position : Account , Business studies and Marketing teacher(+2 and BBS)**

**Duration : Almost one year (Part time Morning Shift)**

1. **Served Institute *PurwaChhetriya Police Boarding High School*, Dharan -13 Sunsari, Nepal**

**Position : *School Principal*:- (2072/02/06 to 2074/04/21)**

**School co-ordinator:- ( 2068/01/01 to 2072/01/30)**

**Secondary level Account and EPH teacher (Since 2066- 2071 B.S.)**

**Work Time : WHOLE TIME (9:30- 4:00)**

1. **Served Institute: Mahendra Multiple campus ,Dharan -13 Sunsari, Nepal**

**Position : *Assistant lecturer (M.Ed. – nonformal and recent trend ,2nd semester)***

**BBM III Semester(Nepalese society and politics)**

**Work Time : morning (6:00 AM to 9:00 AM) 2076/07/16 TO ...............**

**Key Duties performed:**

* Teaching accountancy and other subjects, preparing test items, and conducting examination.
* Preparing reports of every student, and discussing with the parents to deal with their children' learning outcomes.
* Organizing school anniversary and parents' day and other special days.
* Supervising all school personnel
* Formulating and implementing programs, curriculum activities, policies, and budgets in a manner that improves the educational development prospects of each student and promotes the professional development of all teachers
* Identifying the annual objectives for the instructional, athletic, and extracurricular programs of the school
* Evaluating progress of the students and supervising and apprising the performance of the teachers
* Hiring, evaluating, and providing training to teachers and staff
* Ensuring and managing smooth operations of the school
* Taking a tour of the school and inspecting security and other important necessities
* Monitoring academic development and growth of the students
* Develop teaching schedules and ensured all the teachers abide by
* Define and assign goals and objectives to teachers and students
* Conducted parents and teachers meetings and discuss policies
* Provided safe, encouraging, and clean learning environment

**PROFESSIONAL DEVELOPMENT**

* SEE practice Examination **superintendent** under**PABSON**Sunsari (2072& 2073)
* Attended International Conference of Nepal English Language Teachers' Association (NELTA) in Kathmandu, Nepal.
* Attended in workshop, seminar and training Conducted by NELTA.

**PROFESSIONAL AFFILIATIONS**

* Permanent License of Teaching in secondary level provided by teacher service commission, Nepal Government.
* IELTS instructor at Eden academy Pvt.Ltd ,Dharan
* Trainer at CTF**(on class room English/classroom management/school management)**

**LANGUAGES**

* Nepali Mother tongue
* English Fluent
* Hindi Basic

**REFERENCES**

1. Name:Mr. Ganesh Bhandari

Position: Founder principal

Institute: Universal English School

Address: HalgadaChowk ,Itahari

Mobile: 9852063100

1. Name: Mr Nir Kumar Rai

Position: Founder Principal

Institute: UN Navodaya College Of Hotel Managemet

Address: Dharan – 16 ,Sunsari

Phone: 9852056801

**I certify that all the information provided in support of my candidature is true and complete. I understand that any false statement or wilful mis-presentation renders me liable to dismissal, if employed.**