

Laxmi D. Pradhan

NayaBazar, Kathmandu

Mobile: 9860773016

Email: laxmipradhann@gmail.com

EMPLOYMENT/ WORK AND EXPERIENCE

a. Rotary International District Office (Secretariat Fiscal Agent Nepal, since April 2016):

- Supervise and handle the financial activities.
- Scrutinize and handle bank transactions.
- Coordinate, manage and respond to query related to club activities like district dues, event participation, and contribution to The Rotary Foundation.
- Maintain, update, organize, analyze and report the income and expenses of the district to the head office fortnightly using Microsoft office tools.
- Organize, arrange and synchronize meetings by properly systematizing the inventory management, and equipments.
- Attending and assisting the district related events, seminars and training programs.
- Handling administration task and placing requisition as per need.
- Effectively coordinate the club related events like District Governor Installation, District Training Assembly, Jurno Award as required.
- Team management

b. Hilton London Metropole, London (Team Leader, 2010-2015):

- Training new staff and leading and motivating the colleagues in regular activities.
- Operating till and handling financial activities, and reporting to the finance on daily basis.
- Approaching and dealing with guest, handling guest complaints, assisting customers to make sure customers need is fulfilled in professional, friendly and approachable manner.
- Ensuring food hygiene and safety as per the Hilton standard.
- Daily check the stock level, send requisition and manage it as requirement.
- Worked in different departments like Lounge, Bar, Restaurant and Café.
- Successfully managed time and job, under continuous work load and pressure.

c. Jai Medical Centre, London (Summarizer-Part time: January 2011-September 2011):

- Summarizing data.
- Handling telephone query, registration of patients online.
- Reporting the data to the management.
- Maintaining and uploading the records online.
- Sorting the important documents and handling administration.
- Budgeting and assisting on financial activities.

d. Sunrise Bank Limited (Head Office) , (Management Trainee, 2007-2009):

- Issuance of Letter of Credit and Guarantee.
- Receiving and organizing the required documents and applications.
- Attending the customer, responding to request and assuring their need are fulfilled.
- Working under the UCPDC standard.

- Communicating with the national and international banks for sending Letter of credit and for payments.
- Working under high pressure and big team.
- Preparing report and reporting the same to the management daily.
- Worked in different departments like cash, remittance, and credit for assistance.

EDUCATIONAL BACKGROUND:

- | | |
|--|--|
| 1. MSc Banking and Finance: | Middlesex University, London (2010-2011) |
| 2. Bachelor of Business Administration: (2001/2004) | Management Campus, Pokhara University |
| 3. Proficiency Certificate Level : | Kalika Campus, Pokhara (1999/2001) |
| 4. School Leaving Certificate : | Mount Annapurna School Pokhara (1998) |

OTHER INFORMATION:

1. Dissertation for MSc. Banking and Finance
 - *Topic "Foreign Bank Entry And Its Impact on Indian Domestic Banks"*
2. Internship:
 - *Machhapuchhre Bank Limited, Pokhara, Nepal (2003)*
 - *Sujal Foods Pvt. Ltd., Laxmi House, Marketing Division, Kathmandu, Nepal (2006)*
 - *Nepal Institute of Development Studies, Kathmandu, Nepal (2007)*
3. Research:
 - *For Machhapuchhrai Bank Limited, Consumer Survey in Banking Industry (2003)*
 - *For Saleways Departmental Stores, Consumer Research in Retail (2004)*
 - *For Laxmi House, Retailer & Whole seller Survey (2006)*
 - *For Om Finance Ltd., Consumer Survey, Pokhara, Nepal (2006)*
 - *For Fishtail Dairy Products, Feasibility Analysis for Dairy Products, Pokhara, Nepal (2006)*

Reference: **1. Mahesh Bir Bajracharya**
 Rotary District Office, Thapathali, Kathmandu
 Phone number: 016224166