

**CURRICULUM VITAE**

December 24 2021

Hari Sharan Adhikari

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| **1. OBJECTIVE** |
| Seeking a position that will allow me to apply my skills within an organization focusing on my personal talent, skills, expertise, experience and efficiency. |

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| **2. summary** |
| * More than 9 years progressive and wide experience in: project management; handling budget, leading and mentoring professionals; training, facilitation, community capacity building and development, information & coordination with partner GO/NGO/INGOs; administration & logistics management; planning, reporting, disaster management, peace and reconciliation, public relations management, and teaching professions, * MA in Sociology , & B.Ed. in Health and Physical Education * DRR resilience and response * Disaster Risk Reduction and Climate Change Adaptation, * COVID-19 response management * Curious to work against social discrimination * Self-motivated, creative, energetic, decisive, punctual, trustworthy and result oriented * Computer (Word, Excel, Power Point etc.) * Capable of working under pressure and in inconstant environment |

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| **3. Personal details** | | |
| * Name | : | Hari Sharan Adhikari |
| * Date of Birth | : | 2034.05.02 BS (18 Aug 1977) |
| * Father's Name | : | Bhim Nath Adhikari |
| * Permanent Address | : | Ajirkot Rural Municipality- 04, Simjung, Gorkha, Nepal |
| * Current Address | : | Pokhara, Kaski |
| * E-mail Address | : | harisharanadhikari@gmail.com |
| * Contact Number | : | +977- 9841926719, +977- 9811505497 |
| * Gender | : | Male |
| * Nationality | : | Nepali |
| * Marital Status | : | Married |
| * Religion | : | Christian |
| * Lingual Fluency | : | Nepali, English, Hindi (reading, writing, spoken and translation) |

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| **4. educational qualification** | | | | |
| **Level** | **Institution** | **Passed Yr.** | **Board/University** | **Div./GPA** |
| MA | Butwal Multiple Campus, Butwal, Rupandehi, Nepal | 2076 BS  [2019AD] | TU Kathmandu, Nepal | Passed |
| 3 Years Diploma(B.Ed) | Prithivi Narayan Multiple Campus, Pokhara, Kaski, Nepal | 2061 BS  [2005AD] | TU Kathmandu, Nepal | Second |
| 2 Years PC Level(I.Ed) | Gorkha Campus gorkha,Gandaki, Nepal | 2055 BS  [1998 AD] | TU Kathmandu, Nepal | Second |
| SLC | Himalaya Secondary School, Simjung, Gorkha, Gandaki, Nepal | 2052 BS  [1995 AD] | Nepal SLC Board | Second |

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| **5. training & workshops** | | | |
| **Training Title** | **Organized By** | **Duration** | **Venue** |
| Diploma on Community Development Management Training | Share & Care Nepal(Supported by UMN) | 1 year  (14 April 2014 to 18 April 2015) | Lalitpur, Nepal |
| Community Based Disaster Risk Reduction and Management TOT training | International Nepal Fellowship | 5 days (24-28 July 2017) | Pokhara, Kaski, Nepal |
| School Based Disaster Management Training | International Nepal Fellowsip | 4 days ( 6-8 October 2017) | Maharajgun, Kapilvastu |
| Do No harm workshop | United Mission to Nepal | 2 days  (13-14,Jan 2014) | Butwal, Rupandehi, Nepal |
| Light Search rescue and First Aid Training | CEEDF,Makawanpur (Supported by TEARFUND) | 5 days  ( 1-5 April 2017) | Palung, Makawanpur, Nepal |
| Social Mobilization Training | United Mission to Nepal | 6 days  (6-10 Jan 2014) | Butwal, Rupandehi, Nepal |
| Plant/Bamboo nursery making training | International Nepal Fellowship | 3 days  (28-30 April 2019) | Damauli, Tanahun, Nepal |
| Trauma Healing Training | United Mission to Nepal | 5 days  (05-10, Feb 2014) | Butwal,Rupandehi, Nepal |
| Report writing, success story writing & How to take good photos workshops | United Mission to Nepal | 4 days  (04-09, March 2013) | Butwal,Rupandehi, Nepal |
| Inter-relation Build workshop | Lumbini Christian Society, Nepal | 3 days  (04-06, Sept. 2011) | Butwal,Rupandehi, Nepal |
| Training of Trainers Programme on Self-help Groups Apps | TEARFUND | 4 days (Feb 16-19 2020 | Thaiba, Lalitpur |
| Training of Trainers Programme on Transforming Masculinities | TEARFUND | 5 days ( Jan 13-17 2020) | Pulchock, Lalitpur |
| Basic Computer Course (Word, Excel, PowerPoint,Email internet ,Virus Scan ) **etc.** | Lalit Foundation and Language Learning Center, Pulchock, Lalitpur | 1 month  (29 Aug 2008 to 29 Sept.2008) | Lalitpur, Nepal |
| HIV/ AIDS Orientation | Samudaik Sujaw Sanstha, Simjung-4, Gorkha | 2 days | Simjung-04, Gorkha |
| Curriculum implementation & Teaching methods Training | District Education Office, Gorkha | 10 days  (14-23 June 2002) | Arughat Bazar, Gorkha, Nepal |

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| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **6. working experiences** | | | | |  | | **project/programme management** | | | | |  | | Designation : Capacity Building Officer  Employer : Sagoal, Kaski  Work location : Pokhara based Kailali and Bardiya  Service Duration : December 2019 to September 16, 2021  **Major roles & responsibilities:**  1. To engage in building good relationship with relevant civil Society, government and community in order to support and strengthen the work of Sagoal and partners for the wider impact of the work.  2. To actively be involved in implementation of Project activities in the field.  3. Visit working areas as per need and observe group activities and monitoring purpose.  4. To have understanding in depth of Community Mobilization Process (CMP) and able to plan, design delivery and monitoring of the trainings.  5. Facilitating DRR related training as planned in the Project.  6. To learn about need assessment, problem prioritizing, problem analysis, action planning and PRA tools and techniques.  7. Prepare monthly, quarterly, half yearly and annual reports in Sagoal standard formats and send to relevant personnel in the organization.  8. Regularly reports the status of performance and quality improvement efforts and impacts to the Program Manager. | | | | |  | | * **project/programme management** | | | | |  | | **Designation** | | **:** | DRR Trainer( Disaster Resilience and Response Trainer) | |  | | **Employer** | | **:** | International Nepal Fellowship (INF) Nepal | |  | |  | |  |  | |  | | **Work location** | | **:** | INF Central Office (Kapilvastu based Maharajgunj Municipality, Kapilvastu, Thawang RM, Sunchhahari RM, Rolpa, Raptisonari RM and Narainapur RM Banke) | |  | | **Service Duration** | | **:** | June 2017 to 2019 December (2.7 months) | |  | | **Roles & responsibilities**:   * **Technical:**   **Together with Community Health Development staffs, capacitate CHD group members including district and local level DRR committee members in order to minimize disaster effects. This can be done as following:**   * To carryout in community need assessment process and baseline surveys as appropriate * In conjunction with Cluster In charge, District In charge and CHD team, prepare training plans for both internal and external people based on training need identified during baseline survey. * Support and assist self-help groups and facilitate their activities on DRR issues. * Together with CHD staffs, build the capacity of the members of SHGs and community level DRR structures such as WDMC and LDMC to function DRR plans effectively and efficiently. * Assist CHD staffs, to develop good partnership with SHGs in their areas to share knowledge and resources and ensure that more people living in disaster prone zone are reached * Together with CHD staffs, encourage SHG members for their inclusion, participation and joining DRR programmes. * Together with CHD staffs, assist Self Help Group members to develop advocacy and communication skills on DRR issues. * Together with CHD staffs, support and assist community level DRR structure such as Ward Disaster Management Committee (WDMC) & Local disaster Management Committee (LDMC) and facilitate their activities. * Together with CHD staffs, support and assist WDMC & LDMC to perform their role and responsibilities effectively. * **Management:**   To be responsible for strategic and day to day management of Community resilient project in order to carry out the services smoothly. This can be done in following tasks:   * Assist Community Resilient project coordinator for the planning, budgeting, implementation, monitoring and evaluation of Community Resilient Project activities. * To use and maintain an accurate and scientific data recording and reporting system both in electronically and as hard copy. * To monitor the day to day work of DRR Facilitators. * Responsibility for on-going development and monitoring of appropriate cost effective Community resilient project work. * Take part in the development of DRR technical guidelines when necessary. * Ensure that CHD staffs are implementing DRR activities as trained and oriented. * Prepare field visit reports including monitoring and evaluation visit reports * Involve in internal and external evaluation of the project * Develop draft periodic reports against project targets * **Liaison:** * Working in close co-operation with other departments i.e. HR, Technical. * Facilitate DRR related Networks within the project area. * Represent at district level government offices, I/NGO's, other offices and communities. * Liaison with other INF departments, programmes, projects, I/NGO's and GON on technical matters. * **Others:** Any other work as delegated by his/her line Manager. * **Membership:** * Member of the concerned Management Committee. | | | | |  | | * **project/programme management** | | | | |  | | **Designation** | **:** | | Project Coordinator(Disaster Management Climate Change Adaptation and Mitigation Project) | |  | | **Employer** | **:** | | Isai Samaj Nawalparasi (Partner organization of United Mission to Nepal) | |  | | **Work location** | **:** | | Kawasoti based Deurali VDC & Hupsekot VDC, Nawalparasi, Gandaki, Nepal) | |  | | **Service Duration** | **:** | | 8 Months (16 August 2016 to 17 March 2016) | |  | | **Major roles & responsibilities:**   * Overall lead the project implementation in the field level * Technical support, coaching to the field staff * Project Budget planning, tracking and review * Coordination with local government authority for the collaboration work * Report prepared and submission as per partner template * Conduct training, workshop related to DRR and CCA * Carryout community VCA and develop Community DRR plan * Support to develop local level LDCRP * Vulnerability Assessment of working school and prepare School DRR plan * Support working RM to develop Disaster fund mobilization guidelines | | | | |  | | * **Government Project** | | | | |  | | **Designation** | | **:** | Supervisor | |  | | **Employer** | | **:** | Trade Route improvement project Manigram Rupandehi | |  | | **Work location** | | **:** | Butwal, Rupandehi, Nepal | |  | | **Service Duration** | | **:** | 6 Months (15 Jan 2016 to 14 August 2016) | |  | | **Major roles & responsibilities:**   * Inspecting road construction on a daily basis and acquaint the engineers on the work progress as per need. * Communicate regularly with contractor, supervisor of Construction Company and engineer of government project for establishing the effective communication and building up the linkage. * Assessing and inspecting the materials and their quality delivery as per the criteria of project work. * Submit monthly report to engineer. | | | | |  | |  | | | | |  | | * **project/programme management** | | | | |  | | **Designation** | | **:** | | Program Coordinator(Peace Building Project) |  | | **Employer** | | **:** | | Lumbini Christian Society Butwal (Partner organization of United Mission to Nepal) |  | | **Work location** | | **:** | | Butwal, Rupandehi based Patthardeiya VDC Kapilvastu |  | | **Service Duration** | | **:** | | 4 Years and 4 Months [August 2011 to December 2016] |  | | **Major roles & responsibilities:**   * Carry out administrative duties as coordinator and implementer of the project and organization as per LCS policy * Prepare monthly, quarterly and annual plans of the project and implement accordingly * Produce monthly, quarterly and annual reports of the project and submit them to relevant authorities and agencies * Establish good relationship and coordinate with different stakeholders for project implementation * Identify and mobilize local resources * Support formulation DRR guideline mechanism and framework in Church and local level * Facilitating DRR related training as planned in the Project * Prepare resource details of local and external service providers and submit them the proposal accordingly * Develop the capacity of subordinates and volunteers, guide and coach them, and conduct monitoring and evaluation so as to achieve the project objectives and targets * Be responsible to management committee for institutional development * Prepare the project budget and ensure the expenditures * Facilitate, manage and timely accomplish planned activities * Provide appropriate input in forming and mobilizing community groups and field base staff | | | | |  | | * **Teaching** | | | | |  | | **Designation** | | **:** | | Lower Secondary English Teacher |  | | **Employer** | | **:** | | Durbar Secondary School Arupokhari VDC, Gorkha |  | | **Work location** | | **:** | | Arupokhari VDC, Gorkha |  | | **Service Duration** | | **:** | | 3+ years [19 November 2000 to 15 December 2003] |  | | **Major roles & responsibilities:**   * Perform teaching learning activities in lower secondary level * Schedule and organize extra co-curricular activities * Schedule and conduct terminal and annual examinations * Coordinate with guardians, service providers and other stakeholders | | | | |  | | | | | |
| **G. skills** | | | | | |
| * Good interpersonal skills in team building, team leading and team work * Disaster management (Installation of hazards and social maps) * Management skills in HR management, project management, donor relations management, administration and finance management * Spoken & written Nepali, English & Hindi * Planning, budgeting, reporting and proposal writing * Coordination and public relations * Photography and videography * Facilitation in social audits * Facilitate capacity building, group facilitation, saving and credit management training * 2 wheelers driving | | | | | |
| * **Appreciation Letter & awards** | | | | | | |
| **honor** | **gaven by** | **given for** | | **given on** | | |
| * Appreciation Letter | * Inter-Faith and Inter-Cultural Peace Network, Patthardeiya, Kapilvastu (NGO) | * Contribute to maintain peace and reconciliation along with organizational development of Inter-Faith and Cultural peace Network in the most conflicted community. | | 19 December 2015 | | |
| * Appreciation Letter | * Maharajgunj Municipality, Kapilvastu | * Contribute in the field of disaster resilience and response works in the Municipality level. | | 16th December 2019 | | |
| * Best Performance Award(071/072) | * United Mission to Nepal, Rupandehi Cluster, Butwal, Rupandehi | * Best Program Coordinator of the Years | | 2015 | | |
| * **references** | | | | | | |
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| * Mr. Hast Bahadur Sunar- Public Policy Advisor   TEARFUND, Nepal | | | Contact: +977 –9848041974  (Email ID: hast.sunar@terafund.org) | | | |
| * Mr. Raj Kumar Rayamajhi – Programme Manager   (Sagoal, Kaski ) | | | Contact: +977 -9846208544  (Email ID: programme.manager@sagoal.org.np) | | | |

I hereby certify that the details above are true and correct to the best of my knowledge.

**Hari Sharan Adhikari**

