

Curriculum-Vitae

Mr. Gyanman Bade

Email: gyanmanbade@yahoo.com

Mobile: 9801054919 / 9841954919

Personal Details

Date of Birth 01 May 1984

Marital Status Married

Permanent address Mill Road, Bode, Madhyapur Thimi-8, Bhaktapur, Nepal

Career objective:

To seek a human resource position with an organization offering long-term career and advancement opportunities, in which my education, experience, and skills can develop strong manpower, identify talent and deploy professional development programs in order to achieve organizational goals and fulfil employees' needs.

Summary and competencies:

- Excellent communication skills, both written and oral
- Sound academic knowledge of human resource management and development
- Excellent interpersonal and presentation skills
- Confident in leadership and team player
- Proficiency in Office tools
- Competent in data analysis and management
- Competent in writing reports and proposals
- Excellent IT skills
- Excellent team working skills
- Commitment to the highest levels of professionalism and service
- Willingness and ability to maintain confidentiality

Academic attainments:

2012 - 2014: Master in Business Administration (Human Resource Management) from Presidential Business School.

2006 - 2011: Bachelor's of Information Technology from Himalayan Whitehouse Engineering College (Purbanchal University), Khumaltar, Lalitpur, Nepal.

2000 - 2002: Higher Secondary School from United Academy, Kathmandu, Nepal.

1990 - 2000 Secondary School from Mt. Sinai English Boarding School, Thimi, Nepal.

Work Experience record:

1. August 2020 – Present: Research and Admin Officer, Vertex Consult Pvt. Ltd.

Duties and Responsibilities

Administrative :

- Operation of the firm
- Prepare financial budgets for proposals
- Handle operation, paperwork, office equipment
- Documentation and communication
- Maintenance of equipments
- Inventory of stationeries

Human Resources :

- Select and recruit team leader and enumerators for the projects
- Train and develop the enumerators
 - use of Kobo app (data collection and submit the data to server)
 - field visit protocols and field survey process,
 - reporting of daily activities
 - Train on survey ethics, child safeguarding ethics, etc
- Arrange logistics and administration needs for the field visits

Research:

- Prepare Technical and Financial proposals
- Submission of proposals
- Design questionnaires for surveys
- Design Kobo Toolbox app questionnaires
- Conduct Key Informant Interviews (KIIs) and Focus Group Discussions(FGDs)
- Data analysis and report generation
- Supervision and monitor the field team
- Prepare tender documents and submission at www.bolpatra.gov.np

Consultancy Work

Period: From – To	Assignment/Project; Implementing and Funding Agencies
June 2021	Baseline Socio-economic survey of Second Kathmandu Valley Water Supply Improvement Project (SKVWSIP), Asian Development Bank.
June 2021	Evaluation of Building Resilience with Children in Kathmandu's Brick Kilns (BRICKK), Child Development Society (CDS), Kapan, Kathmandu
May 2021	Girl's Education and COVID-19, Plan International Nepal, Bakhundole, Lalitpur

March 2021	Final Evaluation of Building Economic Resilience (BER) Project, Oxfam Nepal, Jawalakhel, Lalitpur Nepal
March 2021	Baseline Study and Monitoring, Evaluation and Learning (MEL) Framework Design, VSO Nepal, Sanepa, Lalitpur, Nepal
December 2020	Final Evaluation of Girls Learn Equally Project in Sindhuli, Plan International Nepal, Bakhundole, Lalitpur, Nepal
November 2020	End line Survey of Sustainable Water, Sanitation and Hygiene Project (SuWASH) in Nepal, Water Aid, Nakhipot, Lalitpur, Nepal
September 2020	Final Evaluation of the project: Reducing Child Sex Trafficking and Worst Form of Child Labour in Marginalized communities of Rautahat District, Islamic Relief Worldwide, Manbhawan, Lalitpur

2. January 15 2012 – July 16 2020

- IT officer at White House Intl College, Khumaltar

Award and Certificates:

1. Certificate of Participation:

- ICT EXPO & CONFERENCE 2009
- ICT @ WORK CONFERENCE 2010

3. Certificate of Organizing and Volunteering,

- WHITEHOUSE CARNIVAL, A NATIONAL EVENT, 2009 (Volunteer)
- ICT EXPO & CONFERENCE 2009 (Volunteer)
- CITS Running Shield Football Tournament 2010 (Organizer)
- ICT @ WORK CONFERENCE 2010 (Volunteer)
- Tree Plantation (UN PARK) 2014 (Volunteer)

4. Certificate of Sports :

- **Certificate of winner team in Basketball**, Intra College Basketball Tournament, Annual sports 2008, 2009
- **Certificate of 2nd runner up in futsal**, Intra College sports Tournament, Annual sports 2013

Certification:

I, the undersigned, certify that, to the best of my knowledge and belief, this personal resume correctly describes my qualifications, my experience and me. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if employed.

Applicant: **Gyanman Bade**