

# NIRAB SUBEDI



## Personal Details

Current Address: **Bur Dubai**

Contact: **971509853503**

E-mail:

**nirabsubedi01@gmail.com**

Nationality: **Nepali**

DOB: **28/12/1998**

Gender: **Male**

## Skills:

- Resource Management
- Time Management
- Active Listening
- Interpersonal Skills
- Problem Solving
- Research Skills

## Software

- MS Office
- SMART PLS
- SPSS
- HR Software

## Language

**Nepali** – Native

**English** – Fluent

**Hindi** – Advanced

## Professional Summary

I am highly motivating individual with a Master's of Business Administration specializing in HR. With experience as a Project In-Charge and Training Coordinator, I have honed my skills in resource management, time management, payroll preparation, recruitment, labor relation along with other HR function. I am dedicated towards fostering a positive and productive work environment while strategically aligning HR initiatives with organizational goals.

## Work History

### Project In-charge (HR Outsourcing) / Training Coordinator

Infotech Services Pvt. Ltd – Kathmandu, Nepal **Mar 2022 – Jun 2024**

- Supervision of 220 employees
- Recruitment for Outsourcing Projects
- Maintaining Compliance as per labor law and employment regulations
- Handling grievances of employees and settling disputes among employer and employees
- Monitoring and supervising the onboarding process including documentation, skills test and orientation
- Assisting in payroll preparation
- Management of internal and external training sessions
- Placement of trainees in different organization and assisting them to find right job.

## Education

### Master of Business Administration (MBA) – HR Specialization 2024

School of Management, Tribhuvan University, Nepal

### Bachelor of Business Studies (BBS)

2020

Hetauda School of Management, Tribhuvan University, Nepal

### 10+2

2016

Hetauda School of Management, Nepal

## Research Works

- E-Training during COVID, Training transfer and Job Performance in Nepalese Service Sector
- Impact of Workforce Diversity on the Organizational Performance of Banking Sector of Nepal: A Mediating Role of Managerial Expertise.

**Life Philosophy** - *"If you need motivation from others for your own success then you are worthless"*