### Curriculum Vitae

**Contact Information:**

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**Professional Summary:**

Detail-oriented professional with extensive experience in international management, administration, and clinical safety, with a proven ability to optimize processes, enhance operational efficiency, and deliver results in global and multicultural environments. Proficient in data analysis, problem-solving, and utilizing tools like Microsoft Excel, Word, and other software to optimize processes and uncover actionable insights. A quick learner fluent in English, Hindi, and Nepali, with a collaborative and solution-focused mindset to deliver meaningful results in dynamic environments.

**Work Experience:**

**General Manager**  
Navin Soch Investment Pvt. Ltd.  
February 2019 – Present (5 years 11 months)  
Lalitpur, Nepal

* Directed all aspects of operations and strategic planning, achieving a 15% revenue growth over three years.
* Successfully managed budgets, controlled expenses, and implemented profit optimization strategies.
* Developed and executed policies to ensure operational efficiency and organizational compliance.
* Supervised and mentored a team of professionals, fostering leadership and skill development.
* Oversaw marketing strategies and brand management to boost visibility and market share.
* Conducted performance evaluations and implemented improvement strategies to enhance team productivity.
* Built strong relationships with stakeholders to drive business opportunities and community engagement.
* Implemented advanced managerial techniques to improve workflow and operational consistency.
* Ensured high standards of team supervision, including setting performance benchmarks and conducting regular reviews.

**Assistant Manager**  
NAME Institute for Medical Education  
January 2016 – February 2019 (3 years 2 months)  
Putalisadak, Nepal

* Managed class schedules, student affairs, and administrative functions, enhancing operational efficiency by 20%.
* Played a key role in HR functions, including recruitment, staff orientation, and performance management.
* Conducted staff training sessions to enhance employee skill sets and overall team performance.
* Developed and implemented policies to maintain a positive work environment and improve staff retention.
* Coordinated logistical arrangements for workshops and training sessions, ensuring seamless execution.
* Maintained and optimized records management systems for improved administrative operations.
* Supported budget planning and resource allocation, aligning with institutional goals.

**Medical Laboratory Technician**  
Kantipur Hospital Pvt. Ltd.  
January 2014 – February 2015 (1 year 2 months)  
Tinkune, Kathmandu, Nepal

* Conducted diagnostic laboratory tests, ensuring accuracy and adherence to clinical safety standards.
* Maintained lab equipment and managed specimen storage in compliance with protocols.
* Assisted in training and mentoring new technicians in laboratory procedures and safety measures.

**Education:**

* **Certificate Level**: Health Services/Allied Health/Health Sciences  
  Kantipur Academy of Health Science  
  2012 – 2015
* **S.L.C.**: Basic Skills and Developmental/Remedial Education  
  Ganga Jamuna English Secondary School  
  1999 – 2011

**Key Skills:**

* Budget Management and Profit Optimization
* Expense Control and Financial Planning
* Organizational Leadership and Team Development
* Policy Development and Implementation
* Customer Relations and Problem Solving
* Team Supervision and Workflow Optimization
* Proficient in Microsoft Excel and Word with advanced functionalities for data analysis and reporting

**Languages:**

* English: Fluent
* Hindi: Fluent
* Nepali: Native

**Awards:**

* Letter of Appreciation from Navin Soch Investment Pvt. Ltd. for exceptional performance in administrative and managerial roles.
* Letter of Appreciation from Nepal Mountaineering Association for contributions to health camp initiatives.