

CURRICULUM-VITAE

Personal Details

Name : Manis Verma
Date of Birth : 12th March, 1990
Permanent : Janki Rural Municipality-4, Nepalgunj City 29100, Banke District, Nepal
Nationality : Nepalese
E-mail ID : vermanish777@gmail.com
Contact No : +977-9843052037

Career Objective

To secure a job in a growth-oriented company; where I can bring out my cognitive and communication skills and fully develop my potential towards achieving excellent results.

Academic Qualification

- **Xavier International College, Kalopul, Kathmandu, Nepal**
Bachelors of Arts in Social Work (BSW) 2014
Major: **Social Work** Minor: **Psychology**
Related Course:
Method of Social Work, Social work Research, IO- Psychology, Juvenile Delinquency, Abnormal Psychology, Social Work Administration, Integrated Social Work, Development Perspective Social work and Research Psychology.
- **Jaya Bageshwory Higher Secondary High School, Nepalgunj, Banke**
Intermediate (Science) 2008
Major: **Mathematics** Minor: **Biology**
- **ABC Residential High School, Nepalgunj, Banke, Nepal**
School Leaving Certificate (SLC) 2005

Work Experience

1. **Administrative Assistant**
Freedom Sanitary Napkin Industries, Janaki-4 , Banke District , Nepal
2nd May 2017 to ongoing

Key Responsibilities

- Manage executive calendars, schedule appointments, and coordinate meetings
- Prepare and distribute correspondence, memos, and reports.

- Handle incoming calls and emails, responding promptly and professionally
- Organize and maintain office filing systems, ensuring efficient document retrieval.
- Assisting with travel arrangements, including booking flights, hotels, and transportation.
- Collaborate with team members to support various administrative tasks as needed.
- Data entry and filling reporting etc.

2. Intern cum admin assistant
Freedom sanitary napkin industries
Banke district , Nepal
November 2016 to April 2017

Key responsibilities

- Provided administrative support to office staff, including data entry, filing, and photocopying.
- Greeted visitors, answered phones, and directed inquiries to appropriate personnel.
- Assisted with inventory management, ordering office supplies, and maintaining equipment.
- Supported HR department with recruiting tasks, such as scheduling interviews and processing applications.
- Contributed to special projects and initiatives as assigned by management.

3. Senior Monitoring and Evaluation Assistant (Option/NHSSP)
Trans-cultural Psychosocial Organization (TPO) Nepal, Baluwatar, Kathmandu
 23rd November, 2015 to 30th October, 2016

Key Responsibilities

- Updated and maintained database in coordination with project team.
- Coordinating closely and on a daily basis with the program officer on all data collection, data entry in SPSS and MS- Excel and data analysis.
- Conducting research on the basis of project requirements.
- Planned and implemented all activities with coordination staffs in the district.
- Conducted regular monitoring of the project activities at the local level.
- Worked on the weekly and monthly reports and reports to the Program Officer.
- Assisted the program team to organize program related events and prepare event reports in the district.
- Worked on administration and documentation.
- Supported in tentative budgeting in the district.
- Coordinated with DHO and Health worker as per requirement of the activities.
- Preparing and submitting success stories of the program activities.
- Working close with district health worker and co-ordinate with them for Psychosocial Counseling treatment data.

4. Social Worker (Emergency period)
Handicap International, Maharajung, Kathmandu
 20th May, 2015- 1st July, 2015

Key Responsibilities

- Collected and Maintained an update mapping of services.
- Collected information and needs of EQ victim from community representative.
- Identified injured and vulnerable beneficiary's victim of EQ at hospital and community level.

- Ensured appropriate psychosocial services provision to EQ victims.
- Provided psychosocial counselling and first aid to the identified beneficiaries.
- Conducted individual session and group activities with beneficiaries, community member and care givers.
- Collected and maintained an update patients file.
- Participated to case study discussion using psychosocial approach.
- Contributed in the strategic plan of the activities.
- Reported on cases related to gender base violence, protection, accessibility and inclusion.
- Contributed to a quantitative and qualitative reporting of all activities.

5. Researcher

Foundation for Development Management, Kathmandu

2 months, 2015(Contract Type)

Key Responsibilities

- Translated Nepali to Awadhi language and vice-versa in Reality Check Approach Research.
- Conducted research in Kapilvastu district for Reality Check Approach component of the DIFD supported integrated program for strengthening security and justice.
- Conducted research for Helvetas Swiss Interoperations Trail Bridge Support Unit's Mid-term review of Swiss Country Strategy 2013-2017 using the Reality Check Approach.

6. Social Mobiliser

Nepal Disabled Association (Khagendra New Life Home), Kathmandu

(April 2013- March 2014)

Key Responsibilities

- Motivated the persons with disabilities.
- Provided psychosocial counseling to the persons severs with the disabilities.
- Helped the disabled in physiotherapy.
- Organized meetings and fundraiser programs.
- Monitored the action and submit report to concerned team.
- Keep record filing and of all the filled-out profiling questionnaires and other documents in an organize manner.
- Conducted meeting with parents and residents and reporting to the concerned authorities.
- Assisted foreign volunteers for medical check-ups and physiotherapy.
- Attend the meeting organized by the organization.
- Maintaining confidentiality in organizational matter is the most.
- Cooperating all the staffs and persons with disabilities in order to achieve the organizational goal..

7. Salesman

Khajura Bazaar, Banke, Nepal

(May 2005-April 2006)

Key Responsibilities

- To study, survey and research the market and make availabvle of the seed as per need and demanded in the market
- To deal with the customers about seed production and to sell the seeds.
- To discuss different benefits of different kinds of fertilizers and sell the fertilizers best suited to the type of farming acquired by the farmer.
- Travel different places within the district aswell as outside of the district for the office purposes.

- Help and assisting in administrative task like filing of the record of seeds, arranging meetings between the customers and management members, dealing customers in telephone, receiving and forwarding email of the office.
- Arranging fooding and lodging for the management committee of the shop as per need and requirement.
- Handling overall administrative and management task

Volunteer Experience

1. Leo Club of Fulbari, Kathmandu

Member/ Volunteer

2013- 2015

Key Responsibilities

- Attending and facilitating meetings on behalf of club.
- Participation in different social program.
- Collaborating with communication staff on campaign-related activities to ensure timeline, accuracy and consistency of message in all activities.
- Monitoring progress of plan activities and regular reports demonstrating effectiveness of outreach campaign.
- Building and maintaining exceptional relationships with policy-makers, program partners.
- Worked with leadership and strategic partners, design and implement and outreach campaign plan that mimics and supports overall program activities.
- Distributed relief material during earthquake emergency

Other Skills

- Office Management
- Calendar Management
- Meeting Coordination
- Correspondence Handling
- Data Entry and Filing
- Microsoft Office
- Time Management
- Attention to Detail
- Multitasking

I, Manis Verma, approved that my curriculum vitae above are true and accurate as of date today.

Manis Verma

Issue number 62381866

A000680



Tribhuvan University

Office of the Controller of Examinations

Kathmandu, Nepal

Academic Transcript



Student's Name : MANIS VERMA

Regd. # : 6-2-546-13-2010

Campus : Xavier International College, Kamalpokhari, Kathmandu Institute/Faculty : Humanities & Social Sciences

Examination : Bachelor's Degree

Course Duration : 3 Academic Years

Subjects appeared in the First Year Examination	Full Marks	Pass Marks	Marks Obtained	Remarks
CENG 201: Comp. English I	100	35	35	
CNEP 201: Comp. Nepali I	100	35	35	
PSY 311: Foundation of Psychology Th.	75	26.25	29	
PSY 311: Foundation of Psychology Pr.	25	10	11	
SW 311: Conce. & Pri.Social Work I Th	60	21	41	*
SW 311: Conce. & Pri.Social Work I Pr	40	16	32	
Total	400	143.5	183	

Subjects appeared in the Second Year Examination	Full Marks	Pass Marks	Marks Obtained	Remarks
CENG 202: Comp. English II	100	35	35	
SSW 312T: Meth.of Social Work Prac.Th	60	21	25	
SSW 313T: Integr.Social Work Prac.Th	60	21	30	
PSY 312B: Psy.of Juvenile Delinq. Th	75	26.25	36	
PSY 313: Research Methodology Th.	75	26.25	31	
SSW 312P: Meth.of Social Work Prac.Pr	40	16	33	
SSW 313P: Integr.Social Work Prac.Pr	40	16	30	
PSY 312B: Psy. of Juvenile Delinq. Pr	25	10	17	
PSY 313: Research Methodology Pr.	25	10	15	
Total	500	181.5	252	

Subjects appeared in the Third Year Examination	Full Marks	Pass Marks	Marks Obtained	Remarks
SSW 314: Social Welfare Administ.	60	21	28	
SSW 314: Social Welfare Administ.Pr.	40	16	25	
SSW 315: Res. Meth.in Social Work	60	21	28	
SSW 315: Res. Meth.in Social Work Pr.	40	16	28	
PSY314: Ind.& Organizational Psy. Th.	75	26.25	27	
PSY314: Ind.& Organizational Psy. Pr.	25	10	11	
PSY315: Abnormal Psy. Th.	75	26.25	31	
PSY315: Abnormal Psy. Pr.	25	10	14	
SSW 316: Develop. Pers.in Soc. Work	60	21	23	
SSW 316: Develop.Pers.in Soc. Work Pr.	40	16	28	
Total	500	183.5	243	
GRAND TOTAL	1400	508.5	678	

Programme starting year : 2010 Ending year : 2013

First Year		Second Year		Third Year	
Year	Roll Number	Year	Roll Number	Year	Roll Number
2011	5460013	2012	5460012	2013	5460011
2013	5460004	2014	5460004		

Percentage : 48.43

Passed Division : Second

Passed Year : 2014

Date of Issue 17/07/2015

Prepared by

Checked by

Chief of Records Div.

Controller of Examinations

NOTE : * means the student has passed in the second attempt

** means the student has passed in more than two attempts



HIGHER SECONDARY EDUCATION BOARD

NEPAL

(Estd. Under the Higher Secondary Education Act, 1989)

Academic Transcript

A 0420657

Name of the Student : MANIS VERMA

School :

Date of Birth : 2046/11/29

JAYA BAGESHWARI H S SCHOOL, NEPALGUNJ, BANKE

	Subjects	Full Marks	Pass Marks	Marks Secured	Remarks
Grade XI					
C O R E	English	100	35	60	*
	Nepali	100	35		
E L E C T I V E	PHYSICS (TH)	075	27	27	*
	PHYSICS (PR)	025	10	21	
	CHEMISTRY (TH)	075	27	33	
	CHEMISTRY (PR)	025	10	18	
	BIOLOGY (TH)	075	27	30	
	BIOLOGY (PR)	025	10	20	
	MATHEMATICS	100	35	37	
Total		500		246	
Grade XII					
C O R E	English	100	35	50	
	Nepali	100	35	46	
E L E C T I V E	PHYSICS (TH)	075	27	30	
	PHYSICS (PR)	025	10	20	
	CHEMISTRY (TH)	075	27	31	
	CHEMISTRY (PR)	025	10	20	
	MATHEMATICS	100	35	49	
Total		500		246	
Grand Total		1000		492	

Grade XI	
Year	Symbol Number
2064	533926
2065	605435

Grade XII	
Year	Symbol Number
2065	605435

Percentage of aggregate marks secured in Grade XI and XII : 49.20

Division : Second

Year of Completion : 2065 (2008)

Checked by

Verified by
(Deputy Controller)

Date of Issue : 2065/09/28

Controller of Examinations

Grading System :

75% and above - Distinction

60% and above - First division

45% and above - Second division

35% and above - Pass division

To pass the examination candidates must secure 35% marks in theory and 40% marks in practical papers, separately.

Note : * means a student has passed in the second attempt.

** means a student has passed in more than two attempts.

HIS MAJESTY'S GOVERNMENT OF NEPAL
MINISTRY OF EDUCATION & SPORTS
OFFICE OF THE CONTROLLER OF EXAMINATIONS

Sr. No. :
67046009

School Leaving Certificate Examination

MARK - SHEET

THE MARKS SECURED BY MANIS VERMA
DATE OF BIRTH 2046/11/29
ROLL BANKE SYMBOL NO. 0671900 H
OF A B C RESIDENTIAL HIGH SCHOOL GHAREBRITOLE
IN THE ANNUAL S.L.C. EXAMINATION OF SAMBAT 2061 ARE GIVEN BELOW

SERIAL NUMBER	SUBJECTS	FULL MARKS	PASS MARKS	OBTAINED MARKS		TOTAL	GRACE MARKS	REMARKS
				TH	PR			
01	COMP. ENGLISH	100	32	37	18	55		
02	COMP. NEPALI	100	32	51		51		
03	COMP. MATHEMATICS	100	32	47		47		
04	COMP. SCIENCE	100	32	35	24	59		
05	COMP. SOCIAL STUDIES	100	32	50		50		
06	COMP. HEALTH, POP & ENV EDU	100	32	49	23	72		
07	OPT.I ADDITIONAL MATHEMATICS	100	32	67		67		
08	OPT.II OFFICE MGMT & ACCOUNT	100	32	43	24	67		
FULL MARKS		800	256	GRAND TOTAL		468		
1ST DIV		480	150	RESULT		SECOND		
2ND DIV		360	112					
3RD DIV		256	80					

1. F and an asterisk (*) - Fail
2. A - Absent
3. W - Result withheld
4. C - Subject Cancelled
5. CP - Comp.pr.mark

CHECKED BY-

SANOTHIMI, BHAKTAPUR, NEPAL

Date -

14 June 2005

CONTROLLER

Manis Verma

INTEL COMPUTER EDUCATION

College of Computer Science & Technology

Dhangadhi, Kailali, Nepal

Marks Sheet

S. Code : 294Student's Name : Manis Verma Date of Birth : 2046-11-29 (B.S.)Father's Name : Kanhaiya Lal Verma Address :District : Banka Muni/VDC : Khajurakhurd Ward No. : 2Course Title : Diploma in Computer Application (DCA)-6 MonthsTraining held form : 2065-02-10 To 2065-07-30 (B.S.)

S.No.	Evaluation	Full Marks	Pass Marks	Obtained Marks	Remarks
1.	First Terminal (Fundamental)	20	10	16	
2.	Second Terminal	30	15	22	
3.	Final Examination	50	25	39	
	Total Marks	100	50	77	"Pass"
4.	Practical	50	25	40	
5.	Project	50	25	38	
	Total Marks	100	50	78	

Course Contents are given below.

Course Duration 6 months (315)

S.No.	Course Contents	Duration	Credit Hours	Remarks
1.	<input checked="" type="checkbox"/> Fundamentals of Computer	1 Week	12 Hrs	
2.	<input checked="" type="checkbox"/> Microsoft Word XP	4 Week	48 Hrs	
3.	<input checked="" type="checkbox"/> Microsoft Excel XP	4 Week	48 Hrs	
4.	<input checked="" type="checkbox"/> Microsoft PowerPoint 2002/XP	1 Week	12 Hrs	
5.	<input checked="" type="checkbox"/> E-mail/Internet	1 Week	12 Hrs	
6.	<input checked="" type="checkbox"/> Virus Scan & Fixing	3 Days	6 Hrs	
7.	<input checked="" type="checkbox"/> Multimedia & Disk Management	2 Days	4 Hrs	
8.	<input checked="" type="checkbox"/> Network Concept	2 Days	4 Hrs	
9.	<input checked="" type="checkbox"/> Adobe PageMaker 7.0	4 Weeks	48 Hrs	
10.	<input checked="" type="checkbox"/> Microsoft Access XP	4 Weeks	48 Hrs	
11.	<input checked="" type="checkbox"/> FOXPRO Database	4 Weeks	48 Hrs	
12.	<input checked="" type="checkbox"/> Software Installation & Technique	2 Weeks	24 Hrs	

S.No.	Particular of Typing Speed	Word Per Minute
1.	English	53
2.	Nepali	35

Date of Issue : 2065-08-01 (B.S.)

Program Co-ordinator

Checked by

Principal

बहुसांस्कृतिक मनोसामाजिक संस्था नेपाल (टि.पि.ओ. नेपाल)

Date: 11th December, 2017

TO Whom It May Concern

This is to certify that **Mr. Manis Verma**, a resident of Janki Rural Municipality-4, Banke, Nepal was affiliated with **Transcultural Psychosocial Organization Nepal (TPO Nepal)** from **25th November, 2015 to 31th October, 2016**.

During his tenure, he had been assigned as **Senior Assistant | Monitoring and Evaluation (M & E)**, in the **Emergency Project "Support to transition and recovery of Nepal's health system in post-earthquake situation" with objective of the Integration of mental health and psychosocial support in primary health care** based on Sub-office, Ramechhap funded by **OPTION/ NHSSP (DFID)**.

TPO Nepal appreciates **Mr. Verma** for his hard work, dedications and good performances.

We found him honest, helpful and qualified.

We wish him all the best for future endeavors.



Suraj Koirala
Executive Manager

WORK CERTIFICATE

employee reference: HI/NEP/ERD/034

I undersigned, Aliza Baidya Shrestha, HR Assistant for Handicap International, Emergency Response Division, in Kathmandu-Nepal, certify that :

First Name Manis **Last name** Verma

Date of Birth 3/12/1993
Place of Birth Khajura Khurd -2, Banke,

ID Number 663036/125

Was employed by Handicap International as Social Worker

From 20 May 2015

To 30 June 2015

FEDERATION

HANDICAP INTERNATIONAL

138 avenue des frères Lumière

CS 78378

69371 LYON CEDEX 08

FRANCE

Tel : + 33 (0) 4 72 72 08 08

Fax : + 33 (0) 4 26 68 75 25

Done in Kathmandu, 18/07/2015

HR Assistant

Aliza Baidya Shrestha

NEPAL

233 Sallaghari Marg, Banskari

Behind Thai Embassy

KATHMANDU, NEPAL

P.O. Box: 10179

Tel: +977-1-4378482

Fax: +977-1-4376983

E-mail: hinepal@hi-nepal.org



नेपाल क्षयरोग निवारण संस्था

Nepal Anti Tuberculosis Association (NATA)

जिल्ला कार्य समिति बाँके

फोन नं. ०८१-५२२९८९
रामप्यारी मार्ग, फुल्टेका
नेपालगञ्ज-७
बस पार्कबाट पूर्व जाने बाटो
Email: natabanke@gmail.com
Website: www.natanepal.org.np

चलानी नम्बर : २०-२०७१-०७२ District Executive Committee Banke

मिति : २०७०/०९/०५

समापति

रण प्रसाद राना

९८४८०२५४४३

निवर्तमान समापति

पूर्ण लाल चुके

९८५८०२०३२९

उप समापति

डा.ज्ञानेन्द्र कुमार वर्मा

९८४८०२५६६६

सचिव

बदरुद्दीन अन्सारी

९८४८०२७०५८

कोषाध्यक्ष

श्रीमती सन्ध्या शर्मा चौबे

९८५५५८२८२६

सहायक सचिव

राकेश कुमार मिश्र

९८५८०२४११९

सदस्य

सुश्री नर्वदा शर्मा

९८५८०२०९५३

सुश्री शान्ति श्रेष्ठ

९८५८०२२५२८

श्रीमती शीला शाह

०८१-५२०३९७

पवन जायसवाल

९७४८०९९७४६

केशव कार्की

९८४८०४५३४६

लक्ष्मण रेग्मी

९८४८०२९४१७

तमोनिता सदस्य

डा. एम. किन्दवाई

०८१-५२३७८६/५२२७८६

सेम शाक्य

९८५८०२०४४०

सुन्दर लाल शाक्य

९८४८०२२४६८

सुश्री ज्ञानु श्रेष्ठ

९८५८०२३५६५

श्रीमती रचना श्रेष्ठ

९८४८०२३९४०

प्रतिनिधि सदस्य

नेपालगञ्ज नगर पालिका

०८१-५२०९५९

जिल्ला जनस्वास्थ्य कार्यालय

०८१-५२०९५८

TO WHOM IT MAY CONCERN

It is to certify that MR. MANIS VERMA, residence of Khajurakhurd-2, Banke has worked at Nepal Anti-Tuberculosis Association (NATA) on the post as mentioned below:

Post : Social Mobilizer

Duration : August 4, 2008 to March 6, 2009

Mr. Verma is an honest, cooperative and hardworking person. He has got sound knowledge in his discipline and is highly dedicated to his work. He is amicable in nature and has a very high sense of responsibility to his work. His cognitive skill in the field has been impeccable throughout his work period.

I know nothing against his moral character. His confidence, enthusiasm and determination are praise-worthy.

I wish him all the success in his future career.

Madav Ram Verma

Mr. Madav Ram Verma
Program Co-ordinator
NATA, Banke



“क्षयरोग विरुद्धको अभियानमा सहयोग गर्नुहोस् ।”



Working together for change

To Whom it May Concern

This is to attest that Mr. Manis Verma has worked as a Researcher at Foundation for Development Management (FDM) for a period of 30 days from January 2015 to April 2015. During his time with us, he was trained as a Reality Check Approach researcher and was part of the research team in Kapilvastu district for the Reality Check Approach component of the DFID supported Integrated Programme for Strengthening Security and Justice. He has further worked with us as a field researcher for Helevetas Swiss Intercooperation's Trail Bridge Support Unit's Mid-term Review of Swiss Country Strategy 2013-2017 using the Reality Check Approach. During his time with us we found him to be sincere, analytical, a good team player and dedicated to his work. We hope he gets opportunities where he can further develop his skills and wish him good luck for the future.

Sincerely,



Dr. Shailendra Sigdel
Director
Foundation for Development Management

11 September 2015

Foundation for Development Management Pvt. Ltd.



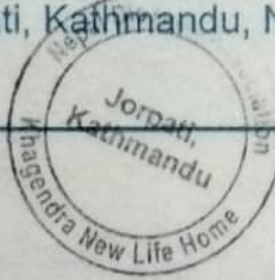
Nepal Disabled Association

KHAGENDRA NEW LIFE HOME

Jorpati, Kathmandu, Nepal

Ref. No. 109, 2070/021

Date:



28th March 2014

TO WHOM IT MAY CONCERN

This is to certify that **Mr. Manis Verma** a resident of Banke, Khajura Kurd-2, has worked at Nepal Disable Association Khagendra New Life Home from **April 17th 2013 to March 24th 2014** as a **Social Mobiliser**.

Mr. Verma's main responsibilities were to motivate the persons with disabilities, to help them with their daily activities. He also accomplished few administrative tasks within the organization to accommodate new persons with disabilities and briefed and supervised volunteers of their task.

We appreciate his devotion towards the duties he was handled. He has shown great character while working in pressurized situations. We appreciate his effort to raise funds for the organization by going on field visits and meeting various person and companies.

We wish him all the success in the future.

Rudra Prasad Dahal
Program chief



काठमाडौं तालिम केन्द्र

अमरावती मार्ग, कोटेश्वर, काठमाण्डौ

२०५९

Kathmandu Training Center

Amarawati Marg, Koteshwar, Kathmandu



To Whom It May Concern

This is a certify that Mr Manis Verma as an intern has completed his block placement in our training center for one month from Baisakh 18 to Jestha 18, 2071. He has always been a hard working and sincere intern of KTC. He was regular, punctual and passionate about his work. He has always made KTC proud during his placement in KTC.

Mr. Verma performed some of the activities mentioned below:

- Guided the Social mobilization trainees in English Language
- Checked the report and assisted SM trainees in preparing the report
- Visited the field along with the Trainees and coordinated them
- Facilitated the SM trainees
- Assisted the training coordinator
- Did the scene tasks

Mr. verma has been an energetic and a laborious volunteer of KTC who is sure to succeed in whatever work he undertakes. He will be successful in his works as his capacities and determinations will always lead him towards the ladder of victory.

Therefore, we wish for his better future. All the best, for his future endeavors.

Best Regards,

Raj Bahadur Giri

Executive Director

Kathmandu Training Center

1st June, 2014

सूर्या एग्रो भेट सेन्टर
SURYA AGRO VET CENTRE
खजुरा बजार, बांके

०८१-५६०१६२
९८४८३८५००

मल, उन्नत जातको बिड बीजन,

कीटनाशक तथा पशुपंक्षीको

औषधि र आहार दाना

आदि सुपथ मूल्यमा

पाइन्छ ।

मिति २०६०/१२/१२

विषय :-

To whom it's my concern with

This is to certify that Mr. Manis Verma an inhabitant of khajura khurd VDC-2 worked as salesman in this Agro vet center since May 2005 to April 2006 .His dedication towards this agro vet is an appreciable.

We wish his success in every step of his life and further.

Chairman

Mr. Ram Yash Verma

प्रि सूर्या एग्रो भेट सेन्टर
खजुरा बजार, बांके