

Summary

Dedicated and accomplished professional with 7 years of progressive experience in the social sectors and human rights advocacy. Adept at designing and implementing impactful programs, driving positive change within communities, and advocating for marginalized populations. Possesses a solid understanding of human rights frameworks, international conventions, and policy landscapes. Demonstrated ability to lead interdisciplinary teams, manage complex projects, and foster collaborative partnerships with stakeholders. Committed to promoting social justice, equity, and inclusivity through innovative solutions and sustainable interventions.

Skill Highlights

- Administrative and Managerial skills
- Monitoring and Evaluation
- Budgeting and Forecasting
- Research and Data collection
- Procurement and Logistics management
- Advocacy, Lobby, and Campaign design
- Report/Proposal Writing and Event management
- Employee relations and Conflict resolution

Current Engagement

President

Human Rights and Social Justice Club

September 2025- Present

Gender Diversity Committee Member

TRUSU, Thompson Rivers University

September 2024 – September 2025

CAP -II Associate

Walmart Canada Corp.

November 2024- Present

Professional -Experience

Program Officer – 02/2021 to 15/11/2023

Informal Sector Service Center (INSEC), Kathmandu

Workstation: Sudurpaschim Province (2021) and Karnali Province (2022-23)

- Prepare qualitative monthly, quarterly, and other periodic reports including case studies, outcome harvesting, and supervision of periodic Human Rights Education radio programs.
- Develop Financial and Procurement plans as per the donor and organizational guidelines.
- Acting as a focal person and providing overall support to the local level loose network established by the organization for the project period.
- Maintain cordial relationships with local CSOs and other stakeholders with regular engagement through project activity to strengthen advocacy in Human rights.
- Assist in research and Media Fellowship Programs conducted by the organization.
- Act as a training and skill development officer for the Human Rights Defenders network in Karnali province.
- Design and implement campaigns to promote social justice and human rights at local, district, and provincial levels with support from local networks of the province.

Operation Officer – 01/2020 to 01/2021

Buzz Media Pvt. Ltd., Kumaripati, Lalitpur

- Enforced and optimized internal policies to maintain efficiency and responsiveness to demands.
- Evaluated suppliers by assessing quality, timeliness, and compliance with deliveries to maintain tight cost controls and maximize business operational efficiency.
- Established positive and effective communication among unit staff and organization leadership, reducing misunderstandings and late tasks.
- Oversaw day-to-day operations, including supervising a 20-person team across 5 sites.
- Enhanced teamwork and employee satisfaction by coordinating communication between managers and employees.
- Automated office operations while managing client correspondence, record tracking, and data communications.

Administrative Officer cum Project Coordinator – 11/2017 to 12/2019

Community Welfare Initiatives, Babarmahal, Kathmandu

- Maintaining and monitoring project plans, schedules, work hours, budgets, and expenditures.
- Organizing, attending, and participating in stakeholder meetings and other monitoring and evaluation activities.
- Established an efficient workflow process, monitored daily productivity, and implemented modifications to improve the overall effectiveness of personnel and activities.
- Prepared daily memos and quarterly reports to assist supervisors with key decision-making and strategic operational planning.

Research Enumerator – 06/2015 to 08/2017

OXFAM in Nepal, Jawalakhel, Lalitpur

During my tenure in OXFAM as a research enumerator, I completed the following activities.

- Participated in Rapid Need Assessment survey in Gorkha, Sindhupalchowk, and Nuwakot.
- Conducted Baseline and Midline survey in Kathmandu valley.
- Team leader for Market assessment in Gorkha district.
- Worked on the project “Contribution to change.”
- Worked on the project “Durable Solution”.

Education

- ❖ Master of Arts in Human Rights and Social Justice (MAHRSJ) – 2025
Thompson River University, Kamloops, British Columbia

- ❖ Master of Public Administration (MPA) - 2019
Major- Project Management
CDPA, Tribhuwan University

- ❖ Bachelor of Arts (BA) - 2015
Major- Psychology
R.R campus, Kathmandu, Nepal

Training Received

- 5 days' Training on **Psychosocial First Aid** – INSEC (2022/2023)
- 3 days' Training of Trainers (ToT) on "**International Human Rights Instruments** - INSEC (2022)
- 2 days' "**Be safe Training**" - INSEC (2021)
- 5 days' ToT on "**Advocacy and Leadership Development**" - INSEC (2023)
- 3 days' **MEAL Training** in 2022 and 2023 by Dan Church Aid (DCA)
- 5 days' **Procurement and Finance Training** in 2022 and 2023 by Dan Church Aid (DCA)

Training Provided

- 3 days' **Training on National legal instruments on Gender based Violence and caste-based discrimination** to local level HRDs networks of Karnali Province. (2022)
- **Right to Information and Digital Advocacy training** to local level HRDs of Karnali Province. (2021/22/23).
- 3 day's **Training on Dialogue and Conflict Resolution** to Conflict-affected Women of Karnali Province organized by Women Human Rights, Single women group Birendranagar (2023)
- 2 days' **Capacity Building Training to local level HRDs** of Karnali province (2022/23)
- A session on **Freedom of Speech and Human Rights** to the Journalists based on Surkhet organized by Institute of Human Rights Communication Nepal (IHRICON)- 2022

Volunteer Experience

Habitat For Humanity (Restore Centre) Brampton, Ontario

04/2024 to 06/2024

Approx. 30 Volunteers hours

- Support the team to mark and label the items received in donation.
- Provide administrative and clerical support to the team members.
- Product placement and customer service.
- Use of mechanical tools to remove and place the items for display

Incoming Global Volunteer Manager

03/2017- 10/2017

AIESEC Nepal, Kathmandu

- Project Development and Implementation.
- Assist International Volunteers during their stay.
- Regular activities to raise funds for the project.
- Member of the Organizing Committee of AIESEC Nepal.

Certifications

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| • Addiction Care and Treatment Online Course | UBC CPD, BC, Canada, 2025 |
| • Reconciliation Education | First Nations University of Canada, 2025 |
| • Basic First Aid with CPR | St John Ambulance, 2024 |
| • Harm Reduction for Homelessness Sector | Homelessness Learning Hub, 2024 |
| • Introduction to International Humanitarian Law | International Committee of the Red Cross, 2024 |