**Naresh**

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**CAREER OBJECTIVE**

To obtain a challenging new role with a growing company that offers the opportunity to be involved in various projects with a successful, proactive team. To be able to contribute for greater efficiency and productivity of the Organization,

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| **Work Experience:** |

Organization : DAEAH E&C

Project : RRW Project, Ruwais U.A.E.

Main Contractor : GS engineering,Ruwais U.A.E.

Position : Admin Officer

**From 29th January 2018 to till**

* Managing office supplies stock and place orders
* Preparing regular reports on expenses and office budgets
* Maintaining and update company databases
* Organizing a filing system for important and confidential company documents
* Answering queries by employees and clients
* Updating office policies as needed
* Maintaining a company calendar and schedule appointments
* Booking meeting rooms as required
* Distributing and store correspondence (e.g. letters, emails and packages)
* Preparing reports and presentations with statistical data, as assigned
* Arranging travel and accommodations
* Schedule in-house and external events
* Receiving the Invoice, Reviewing and making Payment schedule making
* Arranging the vehicle and logistic support to all employees (fleet management)
* Making Necessary format and using for strong documentation(like Vehicle log sheet and so on)
* Preparation of time sheet and payroll manpower and equipment.
* Daily attendance making.
* Final Settlement of employees on base of organization policy.
* Schedule making for vacation and exit going employees.
* Arrangement of food for overtime working worker and lunch for all staff on the base on attendance.

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| **Work Experience:** |

Organization : Save The Children International

Project : Sustainable Action for Resilience and food Security (SABAL)

Main Contractor : Save The Children International

Position : Finance and Admin Officer

**From 27th May 2016 to till**

* Preparing the Cluster financial report on FAMAS and monitoring the PNGO’s
* Up-to-date book keeping of daily expenses, and expenditure ledgers,
* Prepare the Budget Request on the basis of their activity plan and other different basis.
* Maintaining the day to day function of Cluster and Time to time visit of PNGOs and supporting them to prepare the financial report.

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| * Oversee the administration of the office to including telephone, stationery & stock management, * Preparing monthly, quarter, and year end trial and balance, balance sheet and revenue * Reconcile records of payments with activities and recommends new disbursements. * Monitor use of cost-sharing funds or individual cluster or projects and provides information to program staff, * Continually advise financial and reporting procedures for procurement and disbursement. * Supporting the PNGOs to preparedfinancial report. * Compile, analyze and summarize financial report send by PNGO’s and submit to central office. * Provide logistic support to the programs and visiting mission, e.g., prepare travel authorization, transportation, hotel accommodation, security clearance, settlement of travel claims, and purchase of items needed for the office. |

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| **Work Experience:** |

Organization : Shree Swanra Integrated Community Development Center (Haramtari-03 Gorkha)

Project : Regular Program and Emergency Response Project

Main Contractor : CARE Nepal/Save the Children/Lutheran World Relief

Position : Finance and admin officer

**From 1st march 2014 to26th May 2016**

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| * Provide and co-ordinate a range of need based support to the staff. The support will include travel, workshop running and all other administrative and project management support. |
| * Develop, set up and maintain systems including time management, scheduling, reporting, etc. Ensure that all staff adheres to agreed systems and formats and formalities. |
| * Oversee the administration of the office to including cleanliness, layout, seating, telephone, stationery & stock management, |
| * Maintenance of key documents including registration certificates, originals of contracts, Fixed Deposit certificates and other key documents. |
| * Ensure smooth operation of all computer systems by ensuring a high up time for hardware and loading of all necessary software, including antivirus |
| * Maintains up-to-date book keeping of daily expenses, and expenditure ledgers, |
| * Preparing monthly, quarter, and year end trial and balance, balance sheet and revenue |
| * Reconcile records of payments with activities and recommends new disbursements to the Executive Director. |
| * Maintain expenditure ledgers, updated approval levels by source of funds. |
| * Monitor use of cost-sharing funds or individual cluster or projects and provides information to program staff, |
| * Continually advise financial and reporting procedures for procurement and disbursement |
| * Contribute to preparation of financial proposals to be submitted to donor agencies, |
| * Track the implementation of approved budget, ensures that funds are available and that funding agency regulation, rules and procedures are duly followed, |
| * Compile, analyze and summarize data pertaining to program area. |
| * Maintain records, documents and work plans for the monitoring of project implementation; organizes data and information for easy follow-up |
| * Provide logistic support to the programs and visiting mission, e.g., prepare travel authorization, transportation, hotel accommodation, security clearance, settlement of travel claims, and purchase of items needed for the office  |  | | --- | | **Work Experience:** |   Organization : Yuhan Tech Arabia Co.  Project : EVA Project (Sipchem) and JPP(JubainPolisilicon Technology Company)  Main Contractor : GS engineering Arabia.Jubail Kingdom of Saudi arabia/Hyundai Saudi Arabia co.ltd.  Position : Administrator.  **From 13th Dec 2012 to 28th Feb 2014**   * Mobilization of Manpower, * Control of Manpower Strength * Preparation of Vacation Schedule * Organization HSE Training to Workers * Coordinating with HSE department for the necessary PSE. * Preparation of Payroll and Time sheet of Equipments. * Making Gate pass and renew. * Recruitment * Mobilization and induction of new employees * Terminations and resignations * Promotions and transfers * Salary, compensation and benefits (comparison including research) * Performance issues * Advise department heads on HR issues and local laws * Arrange training and monitor training data * Staff welfare and counselling, solve conflicts * Policies and procedures * Strategic personnel planning * HR Systems SAP (Engineering data, hired laborers etc) * Writing job descriptions * Organizing staff events (annual party, team building etc) * Point of contact for HR HQ and other client entities * Insurance packages and rates (health, fleet, building, workers comp etc. * Management events and meetings * Maintenance / administrative suppliers and rates * Prepare, Maintain all Documents according to Local requirements * Administrative and office support activities for multiple supervisors. * Fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing. |
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| |  | | --- | | **Work Experience:** |   Organization : Pema Trek and Expedition P.ltd  Position : Accountant and internet marketing.  Period : 2008 to 2012  **Activities**   * Making the pay role and other different activities related to accountant. * Making the tour plan and tour cost (quotation of that demanded tour or trekking) * Arrangement of vehicles for visitors. * Proper arrangement of food for trekking in remote area (money and food plan till return back to Kathmandu) * hotels booking as per the visitors request and arrangement of transportation for them * After trek or tour getting the feedback from the visitors or trekkers and posting in website and giving suggestion to the guides and potters and Sherpa. * Analyzing the information those visitors provides one.  |  | | --- | | **Key Qualities:** |  * Good knowledge in Communication, Cooperation and Coordination. * Good knowledge in Cleanliness, Condition and Completeness. * Excellent in understanding people’s attitude & interests. * Ability to learn and adapt new procedures quickly. * Self-motivated with higher level of communication, presentation and negotiation skills, handle matter with maturity, tact and discretion. * Excellent in public relation & can easily get along with people. * Have a good convincing capacity and presentation skills. * Friendly, sociable and having excellent customer service attitude.  |  | | --- | | **Educational Qualification:** |  |  |  |  |  | | --- | --- | --- | --- | | S. No. | Year | Level | Board | | 1 | 2011 | Bachelor in Business Administration (BBA) (Purbaunchal University of Nepal.) | SANN International College  Gairidhara Kathmandu Nepal. | | 2 | 2007 | H.S.E.B (Intermediate level)  HSEB.Board of Nepal. | Pashupati Campus, Chahbahil Kathmandu, Nepal. | | 3 | 2005 | S.L.C.  H.M.G. Board of Nepal. | Joseph English High School Kapan Kathmandu Nepal. |  |  | | --- | | **Personal Details:** |   Name : Naresh  Date of Birth : October 23rd 1988  Marital Status : Married  Nationality : Nepalese.  Religion : Hindu  Sex : Male.   |  | | --- | | **Language Known:** |   English,Hindi,Nepali   |  | | --- | | **Professional skills:** |   Basice in web page designing. (BWDD)  Computerize Accounting. (Tally/Excel ,FAMAS)   |  | | --- | | **Software Knowledge:** |   Photoshop, Access, PowerPoint, PageMaker, etc.   |  | | --- | | **Computer Hardware Knowledge:** |   Computer servicing, repairing and maintenance.  Rebooting, formatting and re-installation of new and old P.C.   |  | | --- | | **Computer Skills:** |   Multimedia, Internet, Networking, windows XP Professional,  MS Word, MS Excel, PowerPoint, Photoshop, PageMaker, etc  I solemnly declare that the above mentioned information is true and correct to the best of my knowledge and belief.  In the view of the above particulars please consider the application favorably and give me an opportunity to do internship work in your esteemed organization. If I get a chance to working your organization, I assure you that I will perform my duties honestly to the entire satisfaction of all concerned.  Yours truly,  Naresh  Date: \_\_ / \_\_ / \_\_\_\_ |
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