



Curriculum Vitae

1. Personal information

Name: Pande Arjun
Date of birth: August 18, 1984
Marital status: Single
Sex: Male
Nationality: Nepali
Pass port No.: 05726961
Permanent address: Lekhanath -9, Pokhara , Kaski ,Nepal
Phone No: 00977-9813009953, 061-531798

E-mail: grihalaxmiricemill@gmail.com, arjun@glrmnepal.com,

2. Profile:

Seeking for challenging position, where I utilize my potential professionalism from Sujal Food PVT.LTD, OPEC/OFID,UNDP,GIZ,USAID,TF,SF,WWF and Practical Action project administration and management creativity as well as dedication for strong commitment in addition to confidence and discipline for organizational development and productivity to achieve business objectives in a new dynamic world, where there is need of broad collaborative effort through sound planning of the resources towards professionalism and believes in teamwork as the innovative and creative task for Rural Development Project.

3. Professional Experiences as well as employment record:

Current Jan,2016- Till : CEO as Griha Laxmi Rice Mill

⌚ Brief Description of Tasks Assigned

- # Office management, administration and Finance.
- # Human resource mobilization and management, budget planning, management and allocation.
- # Program Planning, policy making, rules and regulation formulation of organization
- # Project formulation, development and implementation. Draft minutes of Steering Committee Meeting and other meetings.
- # Arrangement for award global competition worldwide, establish all field accounting and procurement operations and ensure that GLRM policies and procedures, regulations & corporate guidelines.
- # Coordinate with and Site office, Cooperatives partner and other subcontractors on project related financial management concerns.
- # Ensure that all field offices follow established procedures and guidelines in order to facilitate the GLRM.
- # Manage the project's field cash operations to ensure the timely and effective transfer of financial resources between GLRM operations and offices in support of GLRM project activities.
- # Oversee the development of inventory controls and procedures for field operations, and ensure the compliance by all offices.
- # Respond to site office on requests associated with working with the project team to
- # provide necessary documentations to comply with International Award competition requirements.
- # Prepare technical , financial reports as required by the GLRM Independent Assessment Panel and Director as well as management Committee .
- # In coordination with the site Office, provide the business management with regular updates to budgets, expenditures tracking such as Approved, Expenditure Remaining Balance , planning Budget .
- # Interact with project staff as needed to help facilitate project deliverables.
- # GRN Goods Receipts Notes, Custodian of issued Purchase Orders, procurement to include assigning of numbers, gathering of signatures, tracking of status, and maintaining a permanent file for reference.
- # Coordination and linkage with GOs, Farmers Association, Youth Group, Citizen Forum, Political parties, Bankers ,Industrialist, NGOs, &INGOs.
- # Evaluation and monitoring, impact study, follow up of projects.
- # Organization policy making, strategy, rules & regulations formulation, admin and finance policy and management.
- # Planning, Organizing directing& Controlling Financially as well as technically specific, measurable, attitude, Realistic & Time bounded tactical and Operational plan. Technical and admin, finance supervision and monitoring

A. Previous Post			
Exact Title of Post: Chief Finance Officer		Name and Address of Employer:	Name and Title of Supervisor :
From Month / Year August 2012	To Month / Year Dec,2015	(MRC-Nepal) OPEC fund for International Development,(OFID)South ern Nepal (Head Office Austria, Vieana)	Dr jaafar Almahadi
<p>🕒 Brief Description of Tasks Assigned</p> <ul style="list-style-type: none"> 🕒 Support to CEO and other managers for financial policy making ,implementation of organizational policies and administration 🕒 To Manage with Landlords regarding lease agreements and interaction with project expatriate as needed to help facilitate housing site offices requirements. 🕒 Arrangement to Provide remote and on-site oversight and support to field staff in satellite offices as and when needed 🕒 Formulate and serve as contact person in handling frequent travel and Visa request for project expatriates and consultants partners 🕒 Handle travel arrangement, including airfare, transportation, lodging and travel advances. 🕒 Handle project training and events arrangement, including airfare, transportation, lodging, meals. 🕒 Conduct new employee orientation. 🕒 Manage the accrued vacation day and accrued sick day schedules for the project staff 🕒 Check the pay roll of monthly incentive and bank reconciliation statement 🕒 Financial controlling .Monitoring and Evaluation (programmatic and financial) 🕒 Inventory preparation and control the stocks. Report to CEO , Donner as well as Project related higher authorities and bodies. 🕒 Develop dissemination materials (reports, Power Points, Negotiation) as required, by conducting thorough research, observation and analysis for effective program implementation. 🕒 Develop dissemination materials (reports, Power Points, etc.) as required, by conducting thorough research and analysis for effective program implementation. 🕒 Assume primary responsibility for daily management of relevant parts of the Programme – primarily technical matters in close collaboration with the Team Leader, Deputy Team Leader and the Programme Support Manager. 			

- ⌚ Work with the Research and M&E Director in Monitoring and Evaluation and report to the director on M&E activities.
- ⌚ Work with M&E director to maintain the database of the project data including stakeholders and beneficiaries as well as all project related information including managing back-ups.
- ⌚ Work for result measurement, analyze program me data to generate information for management and report
- ⌚ Manage program me data base and follow up and facilitate partners for quarterly progress report , data validity, consistency and integrity.
- ⌚ Carry out action research related to project intervention and prepare draft report
- ⌚ Call weekly staff meetings, note agenda and track deliverables of all outputs and component leads.
- ⌚ Work with the Program me Support Manager to make sure that the deliverables are tracked. Provide inputs to the Program me Support Manager to prepare the monthly reports and lead on compiling quarterly and annual reports.
- ⌚ Work on program me related deliverables as specified by the Program me Support Manager. Coordinate the planning and organization of workshops and meetings, field visits, research studies or other activities related to the implementation of the
- ⌚ Overall Program me. Periodic project monitoring field visits, prepare report.
- ⌚ Perform any other duties, relevant to the project, as required for the smooth and effective operation of the Program me Such Advance taken ,Request for Payment, Advance Clearance and Settlement Data keeping Compiling Report presentation quarterly, semiannually ,Annually Reconciliation and Audit timely .

B. Previous Post

Exact Title of Post:		Name and Address of Employer:	Name and title of Supervisor:
Account Supervisor			
From Month / Year	To Month / Year	Sujal Food Pvt. Ltd. Lekhanath Municipality, Kaski	Prahlad Bhakta Kayastha, Account Controller
January 2012	August 2012		

Responsibilities and Duties

- ⌚ Supervise and guide the staffs stock and account depart
- ⌚ Handle the pity cash, calculation cost of letter of credits transactions, Related on GRN base Tally system
- ⌚ Facilitate for handle the monthly local payroll to include worksheet, pay slips, and timesheets and the physical distribution of salary of permanent and Casual staff and worker.
- ⌚ Applying payment and deduction Tax on sources, keep track of CIT and Tax details
- ⌚ Linkage with local banks for opening new bank account for staff and banking transactions.
- ⌚ Records of staff employment documents such as contracts and contract amendment, TORs Term of References and JDR job descriptions, promotions, transfers, performance reviews, terminations, and employee statistics for reporting purposes Employee of the year ,support on audit,
- ⌚ Assume other management tasks determined by the Executive Directors as well as Controller
- ⌚ Report to Account controller & Factory Manager
- ⌚ Salary distribution ,stock control
- ⌚ Support to supervisor/line manager for administration and management

C. Previous Post

Exact Title of Post:		Name and Address of	Name and title of
Management Trainee		Employer:	Supervisor:
From Month / Year	To Month / Year	Hotel Yak & Yeti, Darwaramarga, Kathmandu	Sekhar Rana, (FBM)
January 2009	December 2011		
<ul style="list-style-type: none"> ⌚ Planning and controlling or food and beverage ⌚ Stock maintain ⌚ Service processing, grading, packaging and storage handling ⌚ Demand forecasting ⌚ Apply fast operating system ⌚ Arrange the accommodation ⌚ Support to line manger for roster management, and human resource mobilization ⌚ Supervise the casual staff 			

4. Education:

Level	Stream	University/Institution	Year
Master	Management (Finance)	Tribhuvan University	Complete
Bachelor	Management	Tribhuvan University	2009
+2	Management	Higher Secondary Education Board	2006

5. Trainings:

S N	Name of training	Organizer/trainer	Duration/Period
1	Housekeeping management	Samrat International, Gujarat, India	Feb 2004 – Aug 2004
2	Food and beverage management	Palav, Gandhinagar, India	July 2005 – Nov 2005
3	Cost account	MRF, Kerala, India	Jan 2006 – Sept 2006
4	Computer basic course (Tally Power point, excel, SQL , word)	Unique Institute Kathmandu	
5	FAMAS	Practical Action Nepal junj,Chitwan	Feb2015

6. Languages

Language	Speaking	Reading	Writing
English	Fluent	Good	V Good
Nepalese	Fluent	V Good	V Good
Hindi	Fluent	V Good	Good

7. Membership:

- 🕒 British council, Kathmandu, Nepal
- 🕒 Peace foundation, Kathmandu, Nepal

8. Reference:

Hari Pandey	ED (GLRM) Contact No:9851214220
Mr Resham Thapa (Pokhara ,Kaski)	CEO (FBBL) ContactNo:9856021877

9. Declaration

I hereby declare that the above mentioned information correct and complete to the best of my knowledge in addition i undersigned, certify to the best of my knowledge and belief that, this CV correctly describes my Experience that I have.



Signature

Date: 21-07-2016