

PERSONAL INFORMATION

Name: Khatri Rajaram
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Date of Birth 23August, 1992
Gender Male
Blood Group O+ve
Nationality Nepali
Marital Status Single

Nepal Health Professional Council (NHPC) registration number: **A-T2803 Jan PH**

OBJECTIVE

To seek an inspiring platform for the opportunity to explore my experience and extensive qualification related skills in field of humanitarian aid and development, willing to work as a key player in creative environment, thus giving my best as a development aspirant.

AREAS OF INTEREST

Humanitarian Response
Community development / Research / Training
Data Management
Coordination

LANGUAGES

French, English, Nepali, Hindi

EDUCATIONAL BACKGROUND

S. No.	Major Subjects	Renowned University/Institution	Passed Year
<u>1</u>	Master in Conflict, Peace and Development Studies	Tribhuvan University	Pursuing
2	Bachelor in Public Health	Purbanchal University	2014
3	Diploma in French Language	Tribhuvan University	2013
4	+2 Science Studies	Higher Secondary Education Board	2011
5	School Leaving Certificate	Nepal Government Board	2008

Research Work

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| 1. Knowledge Attitude and practice on child feeding Among Lactating mothers of Sudal VDC Bhaktapur. (August – December, 2015) | Research Department,
Asian College for Advance Studies
Satdobato, Lalitpur
Purbanchal University |
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EXPERIENCES

June, 2019 to Present

Program Coordinator
BABUKO ASHA France, Nepal

Duties and responsibilities:

Coordinating on the progress, assistance required for children and families receiving financial assistance in Nepal from the French organization.

Monitoring issues as per BABUKO ASHA norms and child safeguarding policy.

Coordinating and facilitate sponsor visit to Nepal.

Ensuring and control effective utilization of budgets.

Ensuring proper documentation of children being sponsored in Nepal.

6th to 12th May, 2019

French Language Interpreter
Ligne Verte Terre de Paix, France

Duties and responsibilities:

Simultaneous 'French - Nepali and Nepali – French' language interpretation for 'Forum de Peuples Racine' in Strasbourg, France.

October, 2017 to March 2018

Field Liaison Officer
United Nations Resident Coordinator Office (UNRCO), Nepal

Duties and responsibilities:

Along with the field assessment, coordination and liaison with the communities, stakeholders and the government authorities about the flood victims and displaced communities for their need based service provision, information management and recovery plan for flood induced displacement – as the primary responsibilities, the other job responsibilities are as follow;

Gathering humanitarian and recovery related information and produced high quality bi-monthly reporting to UNRCO covering the post-flood response activities and humanitarian gaps in the district.

Advocating in UN values and humanitarian principles in the post-flood recovery interventions and contributed towards strengthening the accountability in flood affected areas.

Supporting in the post flood coordination and provided information management support to the District Disaster Management Committee for the release of the Nepal Government's cash grant to the flood affected victims.

Fostering and maintained effective working relationship with government authorities, local bodies, UN agencies, national and international NGOs and other recovery partners and represented in the various coordination mechanism.

Preparing ad-hoc analytical reports (winterization support and agencies interventions in post flood recovery situation) for UNRCO as and when requested.

Identifying key humanitarian and recovery gaps and produced regular reports on gaps assessments and 4W matrix on the post-flood recovery.

Developing the reporting and information management (IM) related tools and SoPs for harmonizing the IM and reports along the different bases for effective response.

August, 2016 to February, 2017 Data Management Support and Coordinator Officer (*)
Médicins Du Monde, Sindhupalchowk, Nepal

Duties and responsibilities:

Data Management Support

Effective management of Disease Surveillance data from 78 health facility through SMS reporting.

Capacity building and technical assistance to partners and stakeholders.

Assist district authorities in the management and analysis of district health data.

Provide technical support to the District Rapid Response Team (RRT).

Coordination and Liaison

Coordination and liaison with the District Health Authorities on effective implementation of project activities,

District line authorities (DDC, DDRC) and other INGOs/NGOs representing, MDM France at district & sub-district level.

Assist the Medical Coordinator/Program Coordinator in the implementation of activities in 23 focused VDCs in Sindhupalchok district and in monitoring and supervision of health activities by implementing partner.

Reporting/ Documentation

Responsible for preparing and submitting report timely on project progress.

Assist in developing annual program plans, medical practice updates, national health policy updates, and District Health Office annual working agreements.

Keeping track of program documents at the district level.

Disaster Risk Reduction

District focal person for DRR program.

Monitor project activities by implementation partner for LDRMP formation in 4 VDCs in Sindhupalchok.

Capacity building and technical assistance to IP staffs.

September, 2015 to July, 2016

Senior Assessment and Database Officer
ACTED Nepal

Along with managing Internationally Displaced People (IDP)'s camps and settlements with proper coordination and information management with stakeholders and government on behalf of Team Leader, the major Duties/Responsibilities were;

Organizing and coordinating CCCM assessments, data collection and analysis for internally displaced peoples living in camp or camp like settings.

Organizing FGDs, Surveys, interviews or any other type of data collection methods when required.

Producing graphics and information sharing materials (Population statistics, factsheets) of the sites under his care.

Creating and maintain database for the sites population.

Facilitating the registration process of the sites population.

Diffusing information relating feedback mechanism.

In coordination with CMO and technical specialist, tracking the delivery of services for each site by all humanitarian agencies.

Updating Service Provision Tracking Tool (SPTT), CCCM checklist as well as other monitoring tools.

Identifying and refer to team leader and project coordinator Protection and Cross-Cutting issues such as: gender mainstreaming, gender-based violence, psycho-social support and child protection.

June to August, 2015

Research Assistant

Group for Technical Assistance (John Hopkins University, South East Asia Project-SEAP)

Duties and responsibilities:

Conducting retrospective data collection,

Health facilities observation,

Coordination with field research team,

Handling field activities.

Professional Development

NLP Coaching Practitioner March 24-28, 2018	To attain competence in the areas of communication, coaching, goal-setting and self-management.	Makani Academy / Visionary Nepal
Camp Management Online Course September 6, 2017	Developing competence in using guidelines, tools as well roles and responsibilities of a camp manager.	CCCM CLUSTER
International Training on Survey Data Analysis <i>May 22-26, 2017</i>	To expertise Survey Data Analysis Proficiency	ISERN / University of Michigan USA
Essential MS Excel Training <i>August 22-26, 2016</i>	To develop proficiency with data management.	LR Sharma & Associates / MDM France
MS ACCESS DATABASE <i>March 29-31, 2016</i>	To develop proficiency with data management.	IT Academy Nepal
Camp Coordination and Camp Management (CCCM) Training <i>November, 2015</i>	To bring together partners in CCCM sectors to develop shared understandings of roles and responsibilities, in accordance with international principles and guidelines	CCCM Cluster / IOM
Advance Computer Training <i>(12 Sept 2014 - 12 March 2015)</i>	MS Office / SPSS	College of Software Engineering
Statistical Package for Social Science (SPSS) <i>(29 Dec 2014 – 5 Jan 2015)</i>	To develop proficiency with Statistical tools	Asian College for Advance Studies
TOT- Human Resources for health <i>(November 3-6, 2014)</i>	To build ability to train human resources for effective service delivery	Asian College for Advance Studies
District Health management field Practice <i>(15 November- 15 December, 2016)</i>	Health Need Assessment / SWOT Analysis of the Health programs, Monitoring and Supervision of Health Management at district level	District Health Office, Sindhupalchok
Community health diagnosis field practice <i>(18 August – September17)</i>	To learn and enhance Community mobilization skills, Community Health needs assessment, empower community people by promoting community ownership	Primary Health Care center, Tphoon, Palpa

PARTICIPATION

Climate Change: Public Health & Environmental Sustainability
5 May 2012

Nepal Climate Change and Health Alliance (NCHA)

Lalitpur

Reaching Out of Young Minds, workshop on HIV and AIDS
17 March 2012

YUVA Nepal

Kathmandu

HOBBIES

Advocacy, Research papers reading, Writing, Travelling and Mountain Trekking.

REFERENCE

1. Mr. Bharat Kumar Adhikari
Project Coordinator/ Focal Point
CCCM Project, ACTED Nepal.
(Currently working as Camp Management Project Coordinator, Norwegian Refugee Council (NRC), Iraq)
Email: Bharat.adhikari@nrc.no
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2. Mrs. Shanti Siris
Medical Coordinator
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3. Ms. Jocelyne Vitart
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