

Ms. Kiran Adhikari

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Hospitality | Training | Marketing & Communication | Talent & Development | Oracle HR System Support | Recruitment

Nine years of professional hands-on experience in the Hospitality Industry ranging from Secretarial Duties, Public Relations to Training level I-VIII personnel in the capacity of Training Manager in Hyatt Regency Kathmandu as the last position for 3-1/2 years. One and half years of enriching experience and exposure working in the capacity of Talent and Development Officer with Save the Children, Nepal Country Office. Sixteen months of experience as Human Resource (HR) Coordinator (PAD and ES) and HR Coordinator Oracle HR System Support. Eight months of experience working in media as Junior Marketing Executive in Kantipur FM.

Skills and Strengths

Task and Result Oriented | Prompt Communicator | Quick Learning and Adaptability Skills | Troubleshooting Skills

PROFESSIONAL EXPERIENCE

Human Resource Coordinator - Oracle HR System Support

Save the Children, Nepal Country Office, Kathmandu, Nepal
June 3, 2019 - February 17, 2020

Human Resource Coordinator - PAD & ES (Personal Administration and Documentation & Effective Staff)

Save the Children, Nepal Country Office, Kathmandu, Nepal
October 9, 2018 - May 3, 2019

Consultant Administrative Manager

Language and Media Support Services Pvt. Ltd., Budhanilkantha, Nepal
March 15, 2018 - September 30, 2018

Regional Recruitment Consultant

WaterAid Nepal
February 28, 2018 - March 5, 2018

Training Support Consultant - Capacity Building

Save the Children, Nepal Country Office, Kathmandu, Nepal
February 13, 2017 - April 30, 2017

Talent and Development Officer

Save the Children, Nepal Country Office, Kathmandu, Nepal
May 25, 2015 - December 31, 2016

Training Manager

Hyatt Regency Kathmandu, Taragaon, Kathmandu, Nepal
November 1, 2011 - April 1, 2015

Public Relation Executive

Hyatt Regency Kathmandu, Taragaon, Kathmandu, Nepal
July 1, 2008 - October 31, 2011

Secretary - Sales and Marketing

Hyatt Regency Kathmandu, Taragaon, Kathmandu, Nepal
June 4, 2006 - June 30, 2008

Trainee Secretary - Sales and Marketing

Hyatt Regency Kathmandu, Taragaon, Kathmandu, Nepal
April 4, 2006 - June 3, 2006

Junior Executive - Marketing

Kantipur FM Pvt. Ltd., Lalitpur, Nepal
August 1, 2005 - March 31, 2006

Medical Transcriptionist

Heartland Delhi Transcription Services, New Delhi, India
June 1, 2001 - October 4, 2004

On-the-Job Medical Transcriptionist

Himalayan Infotech Transcription Services, Lalitpur, Nepal
May 1, 2000 - January 31, 2001

ACADEMIC QUALIFICATIONS**Master of Philosophy (M.Phil) - Sociology**

CDSA - Tribhuvan University, Kirtipur, Kathmandu, Nepal
(2018)

Master of Arts - Sociology

DAV (PG) College, HNB Garhwal University, Dehradun, India
(2007 - 2008)

Bachelor of Arts - English Literature, Political Science and Sociology

DAV (PG) College, HNB Garhwal University, Dehradun, India
(2003 - 2005)

All India Senior School Certificate Examination, CBSE - 12th

Scholars Home, Dehradun, India
(1998)

Council for the Indian School Certificate Examination, ICSE - 10th

Cambrian Hall, Dehradun, India
(1996)

TRAININGS RECEIVED**Oracle HR System Training - ToT**

Save the Children, Nepal Country Office
(September 9 - 13, 2019)

Preparedness for Emergency Response Training

Organized by CORD and ADPC, Nepal
(June 26 - 28, 2018)

Basic First Aid Training

Save the Children, Nepal Country Office
(July 30 - 31, 2015)

Staff Support Wellness Training - ToT

Save the Children, Nepal Country Office
(June 8 - 12, 2015)

Business of Training Workshop (BOT)

Grand Hyatt Mumbai, Mumbai, India
(April 29, 2012 to May 5, 2012)

Cross Exposure Training

Hyatt Regency Kolkata, Kolkata, India
(November 11 - 20, 2011)

Qualified Group Trainer, Hyatt on Group Training

Hyatt Regency Kathmandu, Kathmandu, Nepal

Qualified Departmental Trainer, Hyatt on Skills Training

Hyatt Regency Kathmandu, Taragaon, Nepal

Sales Administration Skills Course, SMART Selling

Hyatt Regency Kathmandu, Taragaon, Nepal

PUBLICATIONS: Article Titled "Comparative Study of Earthquake 1934 and 2015 and the Role of Media" published on Journal by Centre for Academic Research and Services-CARS (Volume 2, December 2017) p.87-102

AWARDS: HyStar Gold for 4th Quarter 2013

PERSONAL SKILLS & ADDITIONAL INFORMATION

Language Proficiency: Nepali (Read/Write/Speak)-Fluent
English (Read/Write/Speak)-Fluent
Hindi (Read/Write/Speak)-Fluent
Newari (Intermediate fluency in speaking)

Affiliations: Ex-Coordinator, Friends of Hyatt, Hyatt Thrive and CSR Activities, Hyatt Regency Kathmandu
Ex-Coordinator, Green A Team, Hyatt Regency Kathmandu
Lifetime Member, Doon Society Nepal, Kathmandu, Nepal

REFERENCES**Ms. Sulakshena Tamrakar, Human Resource and Admin. Director**

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REFERENCES (Cont....)

Mr. Suman Sunder Shrestha, Ex. Director of Marketing

Hyatt Regency Kathmandu, Nepal

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suman_sunder@yahoo.com

Ms. Pushpita Nepal, HR Officer - National

UNICEF - ROSA, Kathmandu, Nepal

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pnepal@unicef.org / pushpita.nepal@gmail.com

Ms. Euden Koirala, Head of People and Organizational Development

WaterAid Nepal, Lalitpur

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