

Curriculum Vitae

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PERSONAL DETAILS

Name: Krishna Ji Ghimire
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A. KEY EXPERIENCE (21 Years of Working Experiences)

- ❖ Working as an ***Executive Officer*** since year 2004 for Institute for Social and Environmental Research-Nepal (ISER-N), Fulbari, Chitwan. ISER-N is a non government organization (NGO). ISER-Nepal is a non-governmental, non-profit making, equal opportunity, research and development organization. It has long term collaborative relationships with the various universities in the United States and jointly running research and training programs in Nepal.
- ❖ Working as an ***Administrative and Finance Manager*** for 2 years from year 2002 to year 2004 in Institute for Social and Environmental Research-Nepal, Fulbari, Chitwan. This is a non government organization (NGO). The NGO is doing research and development works in the Chitwan valley since year 2001
- ❖ Working as an ***Administrative and Finance Manager*** for 3 years from year 1999 to year 2002 in Population and Ecology Research Laboratory (PERL), Rampur, Chitwan. Which is a Research Institute conducted by IAAS, Rampur in collaboration with University of Michigan.
- ❖ Working as an ***Administrative assistant and Finance officer*** for 2 from year 1997 to year 1999 in Population and Ecology Research Laboratory (PERL), Rampur, Chitwan. Which is a Research Institute conducted by IAAS, Rampur in collaboration with Penn state University, USA.

B. ACADEMIC BACKGROUND :)

- ❖ **Master Degree (MBS)** Tribhuvan University in Balkumari College, Narayangarh, Chitwan in 2006. Marketing Management, Accountancy, Personal Management and Organizational Behaviour is the main subjects.
- ❖ **Bachelor Degree (B.Com.)** from Balkumari Multiple College, Narayangarh, Chitwan in 1992. Marketing Management, Economics, Accountancy and Principle of Management is the main subjects.
- ❖ **Intermediate in Commerce (I.Com.)** from Balkumari Multiple College, Narayangarh, Chitwan in 1989.

Master's Thesis

Sales Planning in Manufacturing Industries (A Case Study of Uni-Liver Limited)

LANGUAGE PROFICIENCY:

Nepali : Excellent
English : Good
Hindi : Good

PROFESSIONAL TRAINING:

- ❖ Took an Introduction to Servery Methods in the summer Institute 2000 course in Population Studies Centre, Institute for Social Research, The University of Michigan, USA.
- ❖ Took an Account and Staff Management Policy orientation in the University of Michigan in the year 2000.
- ❖ Took a English Language Training at Michigan Language Centre, Michigan, USA
- ❖ General Interviewer Training organized by PERL
- ❖ Participated in the Seminar on "**Income Tax Act 2058 B.S**" Conducted by The Institute of Chartered Accountants of Nepal (**ICAN**) at Soltee Plaza, Kathmandu, Nepal from May 19 to May 20, 2002.
- ❖ Human Participants Protection Education for Research Teams (Online Course) from National Institute of Health (NIH), USA
- ❖ Working with Population Studies Center administration at the University of Michigan, USA for the project management for about 3 weeks in Year 2003
- ❖ Participated in the "**Training/Workshop on Negotiation Skills**" Jointly organized by International Labour Organization (**ILO**) Federation of Nepalese Chambers of Commerce and Industry- Employer's Council (**FNCCI-EC**) From November 29 to November 30 2001 at Narayangarh, Chitwan, Nepal.
- ❖ Survey Data Analysis and Research Methods course at Summer Institute, the University of Michigan, USA in Year 2009

- ❖ Data Analysis Training on SAS Software organized by Institute for Social and Environmental Research-Nepal (ISER-N)
- ❖ General Interviewer Trainers Refresher Training organized by Institute for Social and Environmental Research-Nepal and The University of Michigan in August 2010

WORKING EXPERIENCES:

**Executive Officer, at Institute for Social and Environmental Research-Nepal, (ISER-N)
Fulbari, Chitwan.**

- ❖ Responsible for overall administrative & personnel procedures, policies and minimum standards set by ISER-N personnel manual.
- ❖ Be line manager of all administrative staff and ensure quality performance.
- ❖ Train/support to Field Coordinator and Administrative Staff of sub office in procedures.
- ❖ Perform all administrative and logistic works of ISER-N including the maintaining physical facilities e.g. renting contract, security, electricity, gas, telephone/fax, email, computers etc.
- ❖ Operate vehicles efficiently.
- ❖ Liaison with related government offices e.g. SWC, Tax, Custom, Immigration and line agency and ministries.
- ❖ Liaison with supported INGOs, NGOs and GOs e.g. IUCN Nepal, UNDP Nepal, Action Aid Nepal, CARE Nepal, JMC Nepal {Currently Fri-PAD (NGO)}, FORWARD Nepal, FPAN Nepal and line agency and ministries.
- ❖ Maintain personnel records/information of all staff starting from recruitment.
- ❖ Provide administrative and logistic support for all kind of meetings/workshops organized/hosted by Nepal Office.
- ❖ Perform all administrative work liaison with supported INGO, NGOs and GOs.
- ❖ As a executive officer has been working closely with management team of The University of Michigan during the official visit to USA.

Administration and Finance Manager, at Institute for Social and Environmental Research (ISER-N), Fulbari, Chitwan

- ❖ Responsible for overall financial procedure, policies and minimum standards set by ISER-N.
- ❖ Conduct day to day accounting properly and prepare month end as well as year-end in timely manner and send to Population Studies Centre, University of Michigan, USA
- ❖ Ensure that accounts from sub offices are submitted on time and in a complete manner.
- ❖ Prepare donor reports and submit on deadline.
- ❖ Prepare Annual and Tri-monthly Budget, Grant Payment Schedule and other reports.
- ❖ Prepare annual administrative and grant budget for research and development work.

- ❖ Monitor and ensure administrative and grants spending.
- ❖ Responsible for cash management and control of cash flow, liaison with banks
- ❖ Produce financial reports in tri-monthly basis.
- ❖ Ensure that adequate balances are properly documented and authorized.
- ❖ Inform immediately to Country Representative about any irregularities.

To be responsible in managing the day to day operation of procurement at Institute for Social and Environmental Research-Nepal (ISER-N), Fulbari, Chitwan

- ❖ Responsible for overall procurement procedure, policies and minimum standards set by ISER-N and local government procedures.
- ❖ Prepare the supplier's list for different purposes; office materials, materials for development works, emergency situation supplies etc., and manage to get approval from senior authorities as required.
- ❖ Ensure the quality procurement of the materials from the agreed supplier's list in accordance with the law of local government and procedure.
- ❖ Support senior management in ISER-N to finalize the policies related with procurement of goods at various levels of programme operation in development and emergency periods.
- ❖ Produce quality reports as required by Country Representative.
- ❖ Ensure that reports are documented and authorized in accordance with local government and ISER-N

To be responsible in Human Resource Management at Institute for Social and Environmental Research-Nepal (ISER-N), Fulbari, Chitwan

- ❖ Responsible in human resource policies and minimum standards set by ISER-N.
- ❖ Carry training need assessment and prepare the list of training needs to the staff, and ensure those training in place from regional management center
- ❖ Manage to host several training/workshops, seminars and meetings asked by the Region in relation with human resource development.
- ❖ Manage admin and finance team including support staff.
- ❖ Be responsible as IT person (Information Technology) of ISER-N Nepal to the region and global level within ISER-N and Donor agencies.

ACCOUNTING:

- ❖ Ensure that expenses records are correctly records.
- ❖ Totally responsible for checking Project expenses reports.
- ❖ Responsible for Budget projection for the Project.

- ❖ Monitoring expenditures and commitments .
- ❖ Preparation a project budgets
- ❖ Preparing financial status reports
- ❖ Extracting and interpreting financial data
- ❖ Applying financial policies, procedures or directives

JOB RESPONSIBILITY:

- ❖ Look after logistical support of the project.
- ❖ Ordinate travels arrangements, program schedule for the project expertise.
- ❖ Provide help in preparation of manuals/questionnaires and designing of reports forms in English and Nepali.
- ❖ Formulate the pre test and finalize the different kinds of English and Nepali questionnaires.
- ❖ Provide help for report writing in English and Nepali
- ❖ Regular reporting with Project Director for other necessary work for the project.
- ❖ Responsible for forwarding/receiving e-mails, documents, and faxes and other documents confidentially

OTHER SKILLS:

- ❖ Having enough transparency and good communication skills, well accepted in the team works
- ❖ A strong team builder and facilitator for the capacitating of human resources within organization level
- ❖ Demonstrate the excellent skills to understand, negotiate and compromising in order to bring all team members together for the achievement of the project goals/objectives
- ❖ Demonstrated as a good supervisor for effective team works
- ❖ Proved as a good team player with enough flexibility, which encourage team members for the achievements of the planned project objectives more effectively.
- ❖ Working skills in partnership model with GOs and NGOs at local, national and regional levels.
- ❖ Integration of gender and development in staff management/organizational and program development.
- ❖ Decentralization planning, implementation, monitoring and evaluation at local and national level.

VISIT:

- ❖ Visit to USA in year 2000 for short-term training on Survey Research Technique for 3 months and during the visit English training has been done.
- ❖ Visit to USA in year 2003 for official business in the University of Michigan, USA,
- ❖ Visit to USA in year 2009 for the training on Research Methods and Survey Data Analysis in the University of Michigan, USA,
- ❖ Visit different places of the United State during the visit in year 2000, 2003 and 2009.
- ❖ Exposure visit to Thailand and Asian Institute of Technology (AIT) for a week in Year 2000.
- ❖ Exposure visits to Australia in Year 2016.
- ❖ Exposure visits to many places of India.

REFERENCES:

1. Prof. Dr. William G. Axinn, Research Professor, Population Studies Center, Professor, Sociology, Research Professor, Survey Research Center, University of Michigan, Ann Arbor, USA, E-mail: baxinn@umich.edu.
2. Prof. Dr. Dirgha Jibi Ghimire, Research Associate Professor, Population Studies Center, Faculty Associate, Survey Research Center, University of Michigan, Ann Arbor, USA, E-mail: nepdjg@umich.edu.

I certify that all the information stated in this CV is true and complete to the best of my knowledge. I authorize you to verify the information provided in this CV.