**Madan Prasad Adhikari**

Thapathali-11, Kathmandu

Email: madanadhikari143@gmail.com

Mob: +977- 9851184308

**Personal Information:**

Date of birth : April 21, 1983

Marital status : Married

Citizenship : Nepali (160326077, Parsa)

Father’s Name : Badri Prasad Adhikari

Sex : Male

Age : 35

**Address for correspondence:**

Office: Aceon Software Pvt. Ltd.

Address: Thapathali –11, Kathmandu

Contact no: +977-1-4101036

E-mail: madan@aceonsoftware.com

**Career Objective:**

To be employed in a position that challenges my intellectual, interpersonal and language skills and experience.

**Academic qualification:**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.N.** | **LEVEL** | **PASSING YEAR** | **DIVISION** |
| 1. | S.L.C. (Account, Optional Math, Health)(Board of Nepal) | 2000 | 2nd |
| 2. | Proficiency Certificate Level(Management & marketing) (Tribhuwan University, Nepal) | 2003 | Pass |
| 3. | Bachelor in Business Studies (Account, Marketing, Management)(Tribhuwan University, Nepal) | 2010 | Pass |
| 4. | Master in Arts. (Political Science)Major in International Relationship(Tribhuwan University, Nepal) | 2014 | 2nd  |

**Professional Experience:**

 04 Oct 2014 to till date : Aceon Software Pvt. Ltd. (BPO), Kathmandu, Nepal Position : Operation/Business Development Manager

22 Nov 2007 to 26 Sept 2014 : Laxmi Bank Ltd, Birgunj, Nepal Position : Assistant Relationship Manager (Retail Financial Service)

 10 Nov 2006 to 21 Nov 2007 : Bank of Kathmandu, Birgunj, Nepal Position : Contract Assistant.

28 April 2006 to 6 November 2006 : Amit Pesticide Udyog, Adarshnagar, Birgunj, Nepal

 Position : Marketing Officer

15 Jun 2004 to 15 Nov 2006 : Debt Recovery Tribunal, Kthmandu, Nepal

 Position : Non-Gazette-II (Assistant in the field of Public Relation)

#### Job Description:

* Supervise, Planning, monitoring and evaluation.
* Regular check and advice for business promotion of organization.
* Develop the new business policies and instruct to implement for business development and Marketing department.
* Manage overall organization’s different department and its managers.
* Build up sound relation with new and existing national and international customer and vendors.
* Develop the new HR policies and manage the Human Resource dept.
* Prepare annual budget to operate the company.
* Check all hiring process and implement for new.

**Language Proficiency:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language**  | **Speaking**  | **Reading**  | **Writing**  |
| English | Good | Good | Good |
| Nepali | Good | Good | Good |
| Hindi | Good | Good | Good |
| Bhojpuri | Good | Good | Good |

**Competencies:**

1. Analytical and good communication, presentation skills.
2. Ability to work in a multi-cultural environment and keep good working relationships.
3. Computer skills with various Ms-office applications like Word, Excel and PowerPoint.
4. Training ability, Marketing and convincing ability to national & international business groups.
5. Proven skill in planning, monitoring and evaluation.
6. Ability to make timely and quality judgment and decision.
7. Quick learner and committed to professional development.
8. Familiar with and committed to the goals
9. Willing to take responsibility and make sure tasks are fully completed.
10. Flexible and prepared to pursue goals through teamwork.
11. Willing to continue learning new skills and share experiences with other members of the organization.
12. Keen analytical skills and ability to monitor and evaluate technical and strategic methodologies and information.
13. Excellent listening and quick learning abilities.

**Trainings & Additional qualification**

23 Sept 2005 to 30 Sept 2005 : Training from Food Technology Development & Training Center, Kathmandu, Nepal

 Training : Fruit fermentation Technology

22 Jan 2012 to 23 Jan 2012 : Nepal Rastra Bank, Nepal Rastra Bank Bankers

 Training Center, Kathmandu, Nepal

 Training : Banking Fraud and Forgery

 25 Jan 2013 to 25 Jan 2013 : National Banking Training Institute, Kathmandu, Nepal

 Training : Leadership & Motivation

28 April 2013 to 3 May 2013 : National Banking Training Institute, Kathmandu, Nepal Training : Credit Appraisal Course

26 Jun 2015 to 20 September 2015 : Nepal Academy of Tourism and Hotel Management, Nepal

 Training : Tourist Guide

October 2015 to March 2016 : IATA Training and Development Institute, Montreal

 Training : Foundation Diploma in Travel & Tourism with Amadeus

13 Nov 2017 to 13 Dec 2017 : IT Training Nepal, Kathmandu, Nepal

 Training : Quality Assurance Training

**License and Authority:**

|  |  |  |  |
| --- | --- | --- | --- |
| **License No.** | **License For** | **Issuing Authority** | **Area for** |
| 05-10212 | Vehicle Driving | Government of Nepal | Two & four wheeler  |
| 3482/072 | Tourist Guide | Government of Nepal | Guiding to tourist within Nepal  |

**Corporate References:**

1. Mr. Mahesh Bajracharya 2. Mr. Amit Sharma

 Head of Operation Head of HR

 NMB Bank Ltd. Laxmi Bank Ltd.

 Contact-01-4671444/4671666 Kathmandu, Nepal

 Kathmandu, Nepal Contact: 01-4444580

3. Ram Mani Sigdel

 Assistant House Manager

 Embassy of United State

 Kathmandu, Nepal

 Contact: 9841291857