RESUME

MR. RAMESH PRASAD ADHIKARI

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JOB SECTOR:

- Translation, Interpretation and Transcription of the document from English to Nepali and vice-versa.
- Organizational Report and Proposal Writing; Article, Content, Brochure and Leaflet Writing
- Language Editing (English), English Language Instruction, Pedagogy

OBJECTIVES:

To illustrate myself in national and international organization through the professional bilingual translation, interpretation and transcription of related documents, report and proposal writing, content, articles, brochure writing and language editing by utilizing my professional experience and competencies with optimum level of professionalism enhancing dedicated service and promoting organizational core value.

PERSONAL AMPLIFICATION

Date of Birth	:	04 October 1979
Father's Name	:	Mr. Badri Pd. Adhikari
Nationality	:	Nepalese
Passport No.	:	07213583
Religion	:	Hindu
Marital Status	:	Married
Language Known	:	English, Nepali, Hindi

ACADEMIC QUALIFICATION

- **Master of Philosophy (M.Phil.)**:- in progress (2023)
  Nepal Open University (NOU), Kathmandu, Nepal
- **Master's Degree (M.Ed. in English)**:- 2079 (2022)
  Tribhuvan University, Kirtipur, Kathmandu, Nepal
- **Master's Degree (M.A. in English)**:- 2063 (2006)
  Tribhuvan University, Kirtipur, Kathmandu, Nepal
- **Bachelor's Degree:**
  - **One Year Bachelor's Degree (B.Ed. in English Education)** 2011, Tribhuvan University, Nepal
  - **Three Years Bachelor's Degree in Humanities Faculty** in **English & Sociology,** 2004, Tribhuvan University, Nepal
- **Intermediate (Education):-** 2056 (2000), Tribhuvan University
- **School Leaving Certificate (S.L.C):-**2053 (1997) GoN/MoE

PROFESSIONAL WORKING EXPERIENCE:

1. **Program Expert and Team Leader,** Consummated Project Reports of Project Evaluation in a Team formed by Government of Nepal (GoN), Social Welfare Council (SWC) as a Program Expert and Team Leader for the following international organizations:

Name of International Organisations (INGOs)	Name of Project evaluated by the Team	Project Evaluation Duration
INF International	Community Health and Development (CHD)	7th November 2022 – 27th January 2023
Handicap International	Innovation on Disability Inclusive Development (DID) in Education, Health and Livelihood	6th March 2023 – 18th June 2023
Room to Read	Improving Primary School Children's Literacy and	4th September 2023 – 29th December 2023

	Gender Equality in School Education of Nepal"	

2. **Lecturer of English** – Shree Janak Multiple Campus, Bhakundebesi, Kavre, Nepal
   Duration: 5th March 2015 – Present
3. **English Teacher** – Shree Roshi Higher Secondary School; Roshi RM-07, Kavre, Nepal
   Duration: 24th Feb 2015 – Present
4. **Contract Translator:** Smart Engineering Consultant Pvt. Ltd., Kathmandu, Nepal
   - Translation of Initial Environmental Examination (IEE) of Sand Deposit (English Version) to Nepali version. (Oct. 2020)

5. **Consultant Translator – Restless Development Nepal**

Ending Chhaupadi Practice in Nepal - Newsletter (September 2017); **Dance4Life Manuals** "Activate Student Workbook" and "Facilitator Activate Guide" (2016); **Transformation** – Micro Entrepreneurship Development Training Manual (2016); **Youth Scorecard Tools** – 2016; **Guidelines for YLAP** (2016); **Adolescent Package Section 11, 12 and 14 Transformation** (Gender Based Violence; Transformation Facilitator Training Manual 2015– 2016); **Result Based Management (RBM)** Document – 2015; **Temporary Learning Centre and Regular School Activities** – 2015; **MoU -** Restless Development and Tikapur Community Library Resource Centre (Tikapur CLRC) – 2015; **Evidence Based Advocacy** (Training Manual) – 2014; **Local Level Planning Process** (Training Manual) – 2014; **ABB & Qualitative Tools** (Survey) – 2014

6. **Consultant Translator** – Youth NGOs Federation of Nepal; Kathmandu, Nepal
   - Letters, Memorandums, Profiles, Reports - 2016
7. Contract Translator – Reporters' Club Nepal, Kathmandu, Nepal
   - Letters and Reports - 2016
8. **Volunteer Translator – Environment and Public Health Organization (ENPHO) Nepal**
   - **Bio-Sand Filter** (Training Manual) – 2014
9. **English Teacher** – Shree Sharada Higher Secondary School; Phalate, Kavre, Nepal
   Duration: 6th November 2011 – 15th February 2015
10. **English Teacher**, CIT Higher Secondary School, Subidhanagar, Tinkune, Kathmandu
    Duration: 1 August 2007 – 2nd September 2009

TRAININGS

- **Diploma in Computer**: Nepal Multi - Educational Institute, Sallaghari, Bhaktapur, Nepal (Training Duration: 20 Jan. 2007 – 24 July 2007)

EXTRA JOB PURPOSE ACTIVITIES & POTENTIALITIES

- Ability to handle the challenging task and work under the pressure.
- Support and promote the organization for all sort of translation and transcription with high level of professionalism.
- Pleasant and cheerful personality, team player and quick learner.
- Efficient interpersonal skill.
- Proposal and Report writing, presentation and counseling skills.

REFERENCES

- **Mr. Narayan Giri,** President, Youth NGOs Federation of Nepal, Kathmandu, Nepal, **Tel No. 9851123048**
- **Mrs. Lerika Gorkhali,** Environment and Public Health Organization (ENPHO) Nepal**; Tel No. 4468641; 4467151**
- **Mr. Harihar Adhikari, Campus Chief,** Shree Janak Multiple Campus, Bhakundebesi, Kavre, **Tel. No. 9851010973**
- **Mr. Dhan Prasad Gurunng,** INF International, Country Representative, Kathmandu, Nepal, Tel./Mob. 015421183, 9851175218
- **Mr. Madan Raj Joshi,** Head of Programme Operation, Handicap International, Kathmandu, Nepal, Tel./Mob. 014378482, 9845530675

SIGNATURE: