

Aaratee Tripathee

D.O.B: 1988-08-10

Tel No: 9849811605

Temp. Address: Srijana Chowk, Pokhara

Marital Status: Unmarried

Sex: Female

Email: aarateetripathee@gmail.com

Permanent Address: Lekhnath, Kaski

Personal Statement

Creative problem-solver, self-motivated, energetic and dependable with sound academic experience in management. Technically proficient in Microsoft Excel, Word, PowerPoint and SPSS. Fluent in English, and Nepali with good communication skills.

Employment History

S N	Name of the Organization	Duties & Responsibilities
1	Aama Agro Product Pvt. Ltd. (July 2019-September 2021) Position: Manager	<ul style="list-style-type: none">• Managing staff, planning and implementing department activities.• Orienting and Training employees, communicating job expectation, appraising job results, counseling and discipline employees.• Establish and maintain a good relationship with employees, clients, suppliers, customers, vendors and other associated members.• Promote teamwork. Ensure safe and secure working environment• Be update on company profile, vision, mission and objectives.• Communicate with BoD, organize regular meetings and implement the decisions made from the board.• Monitoring and controlling budget, monitor expenses and income.• Contact and Follow up on vendors for feedback, orders and payment.• Maintain vendor accounts, suppliers accounts, and other associated parties accounts• Maintain quality service, and quality in food (production)• Find new market for product development inside or outside valley.• Represent the company in different events, conference, platforms (government and non-government agencies, banks and institutions etc)• Make sure the company is in adherence to legal rules and guidelines and follow them.• Recording and Reporting to senior management about the overall company performance.• Prepare financial reports, letters, statements and other necessary documents that are required for daily operational process• Respond to all kind of queries and questions from vendors, employees, clients, agencies etc.
2	Om Sun Shine Secondary School (Apr 2015-May 2018) Position: Programme Coordinator	<ul style="list-style-type: none">• Liason with DoE/ municipality especially the education committee and coordinate with the Central Examination Controller Office and other relevant institutions.• Monitor compliance with the requirements set by the MoE which includes updating of the education database (EMIS) and submission of school annual progress report.• Develop training materials and provide training to the teachers on use of different teaching tools & techniques.• Coordinate the development of marketing materials, including designs and posting of academic calendars, flyers, brochures.• Organize and manage logistics for school events, meetings, sports and various extracurricular activities.• Develop comprehensive reports on student attendance and student performance and submit summary reports to management.

		<ul style="list-style-type: none"> • Coordinate daily class schedules and special programs for students and faculty in collaboration with other team members • Participate and/or facilitate the student-faculty interaction and meetings involving parents, students and faculty. • Maintain regular communication with the relevant stakeholders.
3	Federation of Nepalese Chambers & Commerce Industries (Jul 2014-Oct 2014) Position: Intern	<ul style="list-style-type: none"> • Conduct meeting, workshop and conference minuting • Identify potential areas for program development • Actively involved in Forest Enterprise Division (FED) • Prepare reports & assist supervisor
4	Nepal Fertility Care Centre (Jan 2014- Jun 2014) Position: Program Intern	<ul style="list-style-type: none"> • Market Research and Product Development for Menstrual Hygiene Project. • Develop and Design logo, flyers and posters for the product. • Coordinate with partners and government officials at different phases of program implementation. • Organize meetings and workshops to create awareness on Reproductive Health Education and Menstruation Hygiene. • Presentation of program activities and projects to partners and government officials. • Collaborate with local institutions to identify potential areas for project implementation.
5	Vital Healthcare Pvt. Ltd. (Jan 2011- Mar2012) Position: Marketing Coordinator	<ul style="list-style-type: none"> • Coordinate all logistics requirement and shipment update of the inventory. • Support marketing department by scheduling and organizing meetings and workshops. • Design and produce promotional materials for workshop and events. • Organize training and demonstration programs of the products in related hospitals. • Communicate with suppliers and distributors about the consignment and orders on daily basis • Support in sales by tracking sales data and preparing reports. • Work collaboratively with marketing teams during advertisement campaign.
6	Bank of Kathmandu (Dec 2009- Feb 2010) Position: Intern	<ul style="list-style-type: none"> • Respond to customers inquires through different means like telephone, e-mails, regular mail correspondence, fax, or in person • Handle and resolve customer complaints • Assist in sales by addressing customers inquiries • Record & maintain log book of customers accessories(Cheque, ATM)

Education Qualifications

Board	School/ University	Year of Completion
MBA	Ace Institute of Management	2017 A.D
BBA	Ace Institute of Management	2010 A.D
+2	Little Angles H.S. School	2006 A.D
SLC	Bhanubhakta Memorial H.S. School	2004 A.D

Trainings and Professional Courses

Course	Provider	Duration	Year
Professional Development for teachers	Global School Partnership	1 day	June 2010
A workshop on Professional Development	Excel for Professional Services Pvt. Ltd.	2 days	August 2010
Communicative Language Teaching (ELT Training)	NELTA, Tanahun	1 day	October 2016
International Conference on Business, Society & Governance: Emerging Management Paradigm	School of Business, Pokhara University	3 days	February 2017
Beekeeping Training	Prangharik Pathshala	3 days	January 2019
Participated in Consumer Awareness Program	Upabhokta Mancha Kaski	1 day	April 2020

Associations and Membership

Secretary, Leo Club of Aanbookhaireni (LY 2017/18)

Secretary, Leo Club of Aanbookhaireni (LY 2018/19)

References

Mr. Sumit Saha
Country Representative for Nepal, Bangladesh & Bhutan
Vital Healthcare Pvt. Ltd.
BBRAUN Company
Tel No: 01-4268500, 9802012430

Mr. Hansa Ram Pandey
Director
Federation of Nepalese Chamber
of Commerce and Industries
Tel No: 01- 4262061
Email : hansa@fncci.org

Ms. Pema Lhaki
Deputy Executive Director
Nepal Fertility Care Centre
Tel No: 9851054102
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Mr. Raj Kumar Shrestha
Chairman, School Management Committee
Om Sun Shine Secondary School
Tel No: 065-540017 / 9856028127
Email : omsunshineschool@gmail.com

I hereby confirm that all the information given in this CV is true and valid.

Signature

February 2022