

# Curriculum Vitae



## Personal information

First name(s) / Surname(s) **Urmila K.C Rayamajhi**  
Address(es) Surya bikram gyawali marga, House no. 1139 , Old Baneshwor, Kathmandu , Nepal  
Telephone(s) Mobile: +9771 9860963176  
E-mail [urmila.rayamajhi@gmail.com](mailto:urmila.rayamajhi@gmail.com), [kcurmila@ymail.com](mailto:kcurmila@ymail.com)  
Nationality Nepali  
Date of birth 10<sup>th</sup> June 1982  
Gender Female

## Work experience

Dates August 2015- Ongoing  
Occupation or position held Lecturer  
Main activities and responsibilities Teaching Sociology for Business management, Society and Politics, Business ethics and social responsibilities and Social Work and supervising Bachelor Level students  
Coordinating and guiding students in research, seminars and fieldworks  
Name and address of employer Coordinating between various social organizations  
**Nepal Mega College, Babarmahal, Kathmandu, Nepal**

Dates November 2015- Ongoing  
Occupation or Position held Lecturer  
Main activities and responsibilities Teaching Integrated Social work Practice and Rural Sociology  
Name and address of employer **Thames International College, Battisputali, Kathmandu, Nepal**

Dates July 2016- Ongoing  
Occupation or Position held Lecturer  
Main activities and responsibilities Teaching Rural Urban Development and Casework Group work  
Name and address of employer **Kadambari Memorial College**

Dates June 2008- August 2012  
Occupation or position held Department Head, Social Work  
Main activities and responsibilities

- Teaching students of all 3 years of B.A.S.W
- Coordinating and guiding Research and Seminar Paper
- Guiding, coordinating & supervising students in Field work
- Conducting meeting with various social organization
- Managing the entire department

  
Name and address of employer **Kathmandu Model College, Kamalpokhari**

Dates Dec 2009 – August 2012  
Occupation or position held Social Work Lecturer, Field Work Coordinator  
Main activities and responsibilities

- Teach 'Social Work' for B.A 1<sup>st</sup> Year
- Coordinate & supervise students in field work.
- Coordinate between various social work organizations.

  
Name and address of employer **Thames International College, Battisputali.**

Dates Nov. 2007- Dec 2009.  
Occupation or position held Lecturer (Introduction and Methods of Social Work)  
Main activities and responsibilities

- Teaching Introduction to Social work and Methods of Social Work to 1<sup>st</sup> and 2<sup>nd</sup> year students
- Guiding & Supervising Students in Field work

Name and address of employer **Classic International College, Tilganga.**

Dates Sept. 2007- April 2008  
Occupation or position held Lecturer (Research)  
Main activities and responsibilities

- Teaching Research Methodology to B.A.Sw
- Guiding & Supervising Students in Field work

Name and address of employer **K & K College, N. Baneshwor.**

Dates June2004-Sept.2007  
Occupation or position held Program Coordinator  
Main activities and responsibilities

- Manage the entire project
- Supervise the students and staffs
- Conducting Partner Schools visits
- Act as a supplement teacher
- Coordinating and facilitating consultative meetings
- Report writing (Inception, Draft, Main reports)

Name and address of employer **Partnership in Education (PIE), ( St. Xavier's College)**

## Education and training

Dates 2004-2007  
Title of qualification awarded **Masters of Arts in Rural Development**  
Principal subjects/occupational skills covered Rural urban linkage, Economic development, Sustainable development  
Name and type of organisation providing education and training Tribhuvan University

Dates Dec 2005- June 2009  
Title of qualification awarded **Masters In Social Work( M.S.W)**  
Principal subjects/occupational skills covered Community Development, Social Action, Group work and Case work, Research, Family and Social work, Analysis and structure of Nepali Society.  
Name and type of organisation providing education and training St. Xavier's College, Purbanchal University

Dates 2001-2004  
Title of qualification awarded **Bachelors of Arts in Social Work (BSW)**  
Principal subjects/occupational skills covered Social work methodology, Research methodology, Woman studies, Community health, Sociology, Community organization, Contemporary Development Problems, Psychology, Philosophy, Para-legal.  
Name and type of organisation providing education and training St. Xavier's College, Kathmandu University

Dates 1998-2000  
 Title of qualification awarded **Intermediate in Arts (I.A)**  
 Principal subjects/occupational skills covered Major English, Economics, Culture  
 Name and type of organisation providing education and training Kanya Multiple College, Tribhuvan University

Dates 1998  
 Title of qualification awarded **School Leaving Certificate (SLC)**  
 Principal subjects/occupational skills covered English, Mathematics, Accounting  
 Name and type of organisation providing education and training Little Flower English Boarding School, HMG Board

Other language(s) English.

Self-assessment

European level (\*)

**Language**

**Language**

Understanding		Speaking		Writing			
Listening		Reading		Spoken interaction		Spoken production	

(\*) [Common European Framework of Reference for Languages](http://www.cedefop.europa.eu/en/files/quest_doc/2008/081001en0100.pdf)

Social skills and competences

- Able to organize group activities and work as a team member.
- Able to communicate at all levels in a concise and clear manner.
- Able to develop rapport quickly and easily.

Organisational skills and competences

- Well organized individual.
- Able to analyze problems and develop workable solutions.
- Able to handle multiple tasks simultaneously.
- Proactive. Motivated. Goal-oriented.

Computer skills and competences

- Proficient in computer software like word processing (MS-Word), spreadsheet and (Ms-Excel), presentation (Ms-power point).
- Internet and workable knowledge in Photoshop.
- Skills in software installations and other trouble shootings.

Driving licence

Yes. (A= Motorcycle, Scooter, Moped.)  
 (B= Car, Jeep, Delivery Van.)