

**Mr. Pranoy Shrestha**Date of Birth: 6<sup>th</sup> January 1993

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**CAREER OBJECTIVE**

Pursuing a career in the field of Management with desire to lead the nation to the path of development. Looking for a long association with people-oriented organization where individual skills, talent, honesty and hard work are acknowledged and conducive work environment is provided.

**Skills**

- Creative and good Communication skill to interact individuals at all level
- Academic Qualification in Human Resource Management, Marketing, Business Strategy, Organizational Development
- Good Interpersonal Skills, team player and learner
- Prefers Team work, Coordination and favorable working environment
- Intermediate good Computer Knowledge in MS Office application (Word, Power Point, Excel)

**ACADEMIC QUALIFICATION**

<b>Qualifications</b>	<b>Institution</b>	<b>Year of completion</b>	<b>Board</b>
<b>MBA</b>	Uniglobe College, Baneshwor Kathmandu	2019	Pokhara University
<b>BBA</b>	KIST College of Management, Kamalpokhari, Kathmandu	2016	T. U
<b>+2(Management)</b>	United Academy, Kumaripati Lalitpur	2012	HSEB
<b>SLC</b>	Gyanodaya Bal Batika H. SS Sanepa, Lalitpur	2010	Government of Nepal

**MBA Specialization:** Human Resource Management**BBA Specialization:** Marketing

BBA internship in Nepal Investment Bank Limited in Credit department (July19, 2016- August 17, 2016)

## Certification and Achievements/Participation

S. N	Event	Date	Remark
1.	KIST College basketball tournament	April 2015	Organizer
2.	KIST College Blood Donation Program with health camp	November 2015	Organizer
3.	Uniglobe Blood Donation Program with Health Camp I	June 2018	Organizer
4.	Uniglobe Social Program Club	2017-2019	Vice president
5.	International Management conference V (Organizing committee)	March 2018	Uniglobe College
6.	Global Leadership Development Program	April 2018	Infrastructure University, Kuala Lumpur Malaysia
7.	Internship at Prismark Advertisement & Macomm. Agency Pvt. Ltd.	14 <sup>th</sup> Dec 2018-20 <sup>th</sup> Feb 2019	Intern
8.	International Management conference	March 2019	Volunteer

## Key Skills

1. Flexible working approach.
2. Strong Convincing capability
3. Good organizational skills along with the ability to prioritize the work and meet deadlines.
4. Ability to work with people of all in an efficient and polite manner.
5. Honesty and adjustability to the needs is my major strengths.
6. Quick understanding and learning new changes in the area of operations.
7. Overall knowledge of sales and marketing
8. Proactive & Innovative approaches in business development

## Professional Activities:

### 1. Uniglobe College- New Baneshwor, Kathmandu

Working at Uniglobe College as a Program Coordinator From January 2022 to till date  
Uniglobe College is one of leading academic institution situated at New Baneshwor, Kathmandu which have BBA, BBA-BI, BBA(Finance), BCSIT, MBA and MBA(Finance) in Bachelors and Master Programs and has been awarded with Best Business School of Nepal.

## **Duties and responsibilities!!**

### **Responsibilities and Duties**

- Planning, supervising and executing the BBA, BBA-BI and BBA(Finance) programs of the College.
- Total quality management, quality assurance and controlling of the programs.
- Preparing class schedules and session plans on time.
- Fully responsible for internal evaluation of the students and submitting the report on deadline.
- Coordinating all the examinations of the college with examinations department of the college.
- Fully responsible to maintain high level of satisfaction of all the students and parents with utmost care.
- Fully responsible to get the best result in internal and PU board examinations in all the academic programs.
- Fully responsible to manage ECAs/CCAs and providing the best outcome by enhancing the skills and exposure of the students.
- Planning and implementation of soft and other required skill developing programs for students conducting different trainings, workshops and seminars.
- Fully responsible for planning, coordinating and implementation of admissions of the college and assuring for fulfilling quota with significant number of applications for admissions.
- Creating and strengthening personal and institutional relationships for promotion and placement of the college.
- Planning and coordinating marketing and promotional activities of the college.
- Supervising, controlling and taking action to maintain the disciplined environment in the college.
- Planning and execution of college publications.
- Planning, managing, and handling entrepreneurship incubation centre, finance lab and communication lab.
- Teaching at least one course in each semester/trimester related to your subject area.
- Managing and teaching substitute classes if any faculty remains absent.
- Managing faculty, student and guardian meetings as and when required.
- Attending faculty meeting, general staff meeting, executive staff meeting and other meetings called by the college management;
- Coordinating, helping, and assisting the programs organized by the college time and again.
- Other responsibilities assigned by the College Management as and when required.

## **2. Worked at Max lagence as Trainee.**

- Client Handling
- Program Development and Implementation
- Working together with different stream of clients
- Managing different program events including workshop, exhibition

3. Worked in Shikhar Organization in HR department.
4. Involved in few modeling activities.

**BBA Lecturer (January 1, 2022 to Present)**  
**Uniglobe College**  
**Principles of Management**

**Article Published**

1. 'Impact of career development and organizational commitment,' Nepalese Journal of Economics, Volume 8 Number 2 (Kathmandu: Uniglobe College, April 2020), pp 100 to 112.
2. Problem of Insurance Business in Nepal,' Nepal Reinsurance souvenir 2023 (Kathmandu) pp 152 to 154

**REFERENCES's**

**Prof. Dr. Radhe Shyama Pradhan**  
Uniglobe College, Academic Director  
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