



Curriculum Vitae

A). Personal Information:

Name: Rachana Negi Rana
Date Of Birth: 16th January
Marital Status: Married
Nationality: Nepali
Present Address: 42/30 Upahar Marg
Baluwatar-4
Kathmandu, Nepal

Mobile Number: 00977-9841814875
E-mail: negiranarachana@gmail.com

B). Professional Information:

Title Of the Post:	Lecturer
Name of the Company:	Madan Bhandari Memorial College, Kathmandu
Type Of Business:	College in Nepal
Duration:	17 th July 2022 to till date
<u>Description of Responsibilities:</u>	
<ul style="list-style-type: none">Facilitated Principal of Management subject lecture.Provide subject lectures through presentation, activities and classroom style teaching.Prepare examination question papers and home assignments.Check and score home assignment, workbook, report, examination answer sheet.	
Title Of the Post:	Faculty
Name of the Company:	Himalayan White House International College
Type Of Business:	College in Nepal
Duration:	5 th May 2021 to till date
<u>Description of Responsibilities:</u>	
<ul style="list-style-type: none">Teaching Human Resource Development and Organizational Behavior subject.Provide subject lectures through presentation, activities and classroom style teaching.Prepare examination question papers and home assignments.Check and score home assignment, case study, examination answer sheet.	
Title Of the Post:	Faculty
Name of the Company:	Kathmandu University School of Management (KUSOM)
Type Of Business:	College in Nepal
Duration:	18 th August 2019 to till date
<u>Description of Responsibilities:</u>	
<ul style="list-style-type: none">Undertaking lecture of Fundamentals of Organizational Behavior and Communication and Interpersonal Skill subject.Provide subject lectures through presentation, activities, role-play and classroom style teaching.Prepare examination question papers and home assignments.	

<ul style="list-style-type: none"> • Check and score home assignment, case study, examination answer sheet. 	
Title Of the Post:	Lecturer
Name of the Company:	SANN International College, Kathmandu
Type Of Business:	College in Nepal
Duration:	15 th August 2021 to 18 th August 2022
Description of Responsibilities:	
<ul style="list-style-type: none"> • Facilitated Principal of Management subject lecture to BBA students. • Provide Tourism and Mountaineering Studies subject lecture to Class XI & XII students through presentation, practical classes and classroom style teaching. • Prepare examination question papers and home assignments. • Check and score home assignment, workbook, report, examination answer sheet. 	
Title Of the Post:	Lecturer
Name of the Company:	Xavier International College, Kathmandu
Type Of Business:	College in Nepal
Duration:	21 st Nov 2018 to 14 th Sept 2021
Description of Responsibilities:	
<ul style="list-style-type: none"> • Provide Hotel Management subject lecture to Class XI & XII students through presentation, practical classes and classroom style teaching. • Prepare examination question papers and home assignments. • Check and score home assignment, workbook, report, examination answer sheet. 	
Title Of the Post:	Business Planning Manager
Name of the Company:	Summerfield International School, Dhaka
Type Of Business:	School in Bangladesh
Duration:	1 st Nov 2010 to June 2013
Description of Responsibilities:	
<ul style="list-style-type: none"> • Administer and process the admission procedure. • Recruit and select candidates for various positions • Conduct multiple activities to help in marketing and upgrade the school profile. 	
Title Of the Post:	Executive Export Coordinator
Name of the Company:	Maha Shakti Apparels, Kathmandu
Type Of Business:	Export House in Nepal
Duration:	1 st Feb 2004 to 15 th Jan 2007
Description of Responsibilities:	
<ul style="list-style-type: none"> • Administering the manufacturing process of export garment from preproduction to production up to the garment delivery stage. • Minimizing production cost by quality management and decreasing cost of raw material. • Coordinating training for the export house supervisors to develop their professional skills. 	
Title Of the Post:	Front Office Associate
Name of the Company:	JW Marriott Hotel, Mumbai
Type Of Business:	Five Star Hotel in India
Duration:	4 th Nov 2002 to 21 st Jan 2004
Description of Responsibilities:	
<ul style="list-style-type: none"> • Coordinating with other department i.e. housekeeping, room reservation to enable proper allocation of rooms to the guest. • Insure comfortable stay of the guest through fulfilling special request and resolving guest grievances. • Maintaining financial account and handling cash. 	
Title Of the Post:	Business Executive
Name of the Company:	Software Technology Group International, Dehra Dun
Type Of Business:	Academic Institution in India

Duration:	1 st Nov 2000 to 15 th June 2001
Description of Responsibilities:	
<ul style="list-style-type: none"> • Counseling students about course structure and teaching methodology. • Increasing institute revenue through administrating and managing sales promotions. • Coordinating placement workshop with faculties and outsourcing agents to educate and facilitate students. • Maintenance and tabulation of financial account. 	

C). Academic Information:

Degree Earned	Name of Educational Institute	Name of the Board	Country	Passed Year	Division/ CGPA
Doctor In Philosophy	Prince of Songkla University		Hat Yai , Thailand	Pursuing	
Masters in Developmental Studies	United International University		Dhaka, Bangladesh	2013	3.86/4
Masters in Business Administration (Executive)	Kathmandu University School Of Management	Kathmandu University	Kathmandu, Nepal	2009	3.58 / 4
Diploma in Hospitality Service Management	Food & Craft Institute		Dehra Dun , India	2002	I st
2 Years Diploma with Internship for period of 6 months in JW Marriott Hotel, Mumbai in 2002.					
Bachelor in Arts	MKP College	Garhwal University	Dehra Dun, India	2000	II nd
Intermediate	Cambrian Hall	Indian School Certificate	Dehra Dun, India	1997	I st
High School	Central School	Central Board Of Secondary Education Board	Dehra Dun, India	1995	II nd

Academic Projects:

Masters in Development Studies:
<ul style="list-style-type: none"> • Thesis Area <p>Designed a project proposal named DISSHA "Development Inclusive School system for</p>

Helping Autistic Children”. By using project implementation strategy, stakeholder analysis, problem tree, logical analytic framework and explanation of phases for implementation this project proposal address the need of inclusive system for autistic children in main stream school system.

Masters in Administrative Studies (Executive)

- **Corporate Project**

Project based on developing administer selection process in Annapurna Bank, Nepal. By using identification, analysis and designing various modules to facilitate selecting right candidates. The focus of the project was to maximize correct section technique to reduce turnover of staff.

D). References:

- **Professional:**

1. Mr. Girish Dhungel, Head of the Department: Bachelors in Hospitality Management, Himalayan Whitehouse International Collage, Putalisadak, Kathmandu, Nepal.
Mobile no: 9841488039 Contact number: 01- 4222688, 4222718.

2. Ms. Nisha Adhikari, Asst. Professor, Coordinator - Undergraduate Program, Kathmandu University School of Management, Balkumari, Kathmandu, Nepal.
Mobile no: 9841808863 Contact number: 01-5186029.

- **Academic :**

1. For Master in Development Studies: Prof. Reazul Haque Phd., Faculty of Social Studies, Dhaka, Bangladesh. email: reaz.devstud@gmail.com, reaz.devstud@du.ac.bd
Contact number: 0088-02-9336145, 0088-01712929309
2. For Master in Business Administration(Executive) :Prof. Subas K.C, (Retd) Dean Kathmandu University School of Management (KUSOM), Kathmandu, Nepal.
Contact number: 9851016786

E). General Information:

Language Proficiency:

- Verbal fluency in English, Hindi and Nepali language.
- Command in reading of English, Hindi and Nepali.
- Articulate writing skill of English language.

Awards & Recognitions:

Awarded “**Best Girl of 2007-2009 EMBA Batch**” by KUSOM Student Welfare Council. The award was given on the bases of overall academic and extracurricular performance of the candidate.

Awarded “**Associate of the Month**” (October 2003) by JW Marriott Hotel, Mumbai. The basis of this award was employees work evaluation and job performance.

Personal Strength:

- Aptitude towards learning.
- Ability to comprehend the difficult situation with empathy and resolve issues by using participatory approach.

Area of Interest:

- Formulate and evaluate project and programs.
- Manage human resource related activities such as recruitment and selection.
- Design and develop human resource development exercises by incorporating elements of performance management system.