

KAVITA T. SHRESTHA

Kavita is a dedicated, hard working and successful professional who has been involved in the development field for a number of years. Her area of expertise has been in administration and logistics related to program management. She also has extensive experience in other areas such as travel and tourism management. She is a good learner and believes in doing things with commitment.

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PERSONAL INFORMATION

Birth date: August 22, 1970
Nationality: Nepali
Marital Status: Married with one child
Work Experience: 15+ years

EDUCATION

1992 – 1993 Indian Institute of Tourism and Travel Management (IITTM), New Delhi, India
Postgraduate Diploma in Travel Management

1989 - 1992 Govt. College for Girls, Chandigarh, Punjab University
B.A. (Hons.) in Geography

1987 – 1989 Welham Girls' High School, Dehradun, India
10+2 (Indian School Certification, New Delhi)

PROFESSIONAL EXPERIENCE

A. Consultant

April – May, 2009
UNICEF Ghana

Develop a comprehensive set of orientation package for UNICEF Ghana – one for the international staff and the other applicable to all new staff members.

Responsibilities: This included a desk review of available orientation materials; conducting discussions with staff and their families' to get their views and suggestions; gather, analyse and compile relevant information on various areas e.g. housing, hotels, transport, schools,

hospital etc. Based on all the findings and information, I successfully wrote and developed the staff orientation package set.

B. *Administrative Officer*

January 2006 – December 2008

South Asian Network for Development and Environmental Economics (SANDEE)

- A regional program of IUCN - World Conservation Union, Nepal Country Office

Responsibilities: managing day to day administrative work, administering the grants cycle that SANDEE undertakes, organizing the entire logistics for training and research workshops both at national and international level, supporting grant making process, coordinating and assisting Program Director in preparation of final working papers of the funded research grants, coordinating financial transaction of grants, donors funds and other finance related issues, assisting the Program Director in preparation of SANDEE annual and donor reports, liaison with SANDEE members worldwide, establish and maintain an organizational filing and data system, independently managing information dissemination and handling programme correspondences through all forms of communication systems.

C. *Program/Administrative Assistant*

March 2001 – December 2005

South Asian Network for Development and Environmental Economics (SANDEE)

- A regional program of IUCN - World Conservation Union, Nepal Country Office

Responsibilities: Managing and processing grants of prospective applicants, handling correspondences by mail and surface mail, updating the SANDEE website and database, organizing national and international workshops, liaison with SANDEE members worldwide, attend and take minutes of the meeting, co-ordination with administration dept., travel & logistics management and handle nominations for training and research workshops.

D. *Senior Executive*

October 1997 – December 2000

Vaidya's Organization of Industries and Trading Houses (VOITH), Kathmandu.

Responsibilities: In this position, I was managing a variety of activities. My general responsibilities included office correspondence, co-ordinating internal and external meetings and seminars, liaising with potential clients, drafting letters and office administration.

I was also handling the marketing and export of orthodox tea (a division of the organization). My additional responsibility were program and finance management of South Asian Association of Regional Co-operation (SAARC) Tourism Council, a subsidiary of SAARC Chamber of Commerce and Industry from their Regional Office based in New Delhi, India. The council undertakes a number of seminars and workshops every year to enhance the tourism industry of the SAARC region. The job responsibilities included management of funds, budgeting, basic accounting, cost control and co-ordination of various programs.

E. *Corporate Secretary*

November 1996 – September 1997

Nepal Transcontinental Airlines

Kathmandu

CV

Responsibilities: Independent correspondence and liaison with clients, co-ordinating both external and internal meetings, managing internal department expenditure, drafting the meeting minutes and performing overall administrative tasks.

F. Sales Executive

May 1996 – October 1996
Dhulikhel Mountain Resort

Responsibilities: Business development and marketing of the resort with INGOs, embassies, corporate houses and financial institutions.

G. Senior Executive – Tours

October 1994 – April 1996
Asian Adventures – Travel Organization and Conservation Services
New Delhi, India

Responsibilities: Organizing and leading educational tours for schools and World Wide Fund – India

H. Sales and Marketing Executive

October 1993 – September 1994
Salut Consultants and Services Pvt. Ltd. (Travel-Tours-Hotels)

Responsibilities: Marketing of tour packages, ticketing and time-share resorts.

LANGUAGE AND COMPUTER SKILLS

- Fluency in English and Hindi, both verbal and written
- Verbal fluency in Nepali, fair knowledge in written
- Good computer skills in MS Word, MS Excel, MS Power Point and the Internet

COUNTRIES VISITED

Australia, Bangladesh, India, Fiji Islands, Sri Lanka and Thailand.

References will be furnished upon request.