**(Mr.) KHADKA, Kamal Bikram**

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**PROFILE SUMMARY**

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| --- | --- |
| * Profile
 | Male, Married |
| * Nationality
 | Nepali |
| * Correspondent address
 | Civil Trade Centre, 4th Floor, Unit No. 55, Sundhara, Kathmandu |
| * Lattest employer
 | Liverpool Associates in Tropical Health, Liverpool, UK |
| * Health
 | Excellent |
| * Language (can read, write and speak)
 | Nepali, Hindi and English  |

**AWARD / SCHOLARSHIPS**

* 2008 Endeavour Award for Master Degree in Human Resource Management by Ministry of Education, Workplace and Employment, Government of Australia.
* Tuition scholarship for Master Degree in Business Administration by Tribhuvan University, Kathmandu, 1996 - 1997
* Tuition scholarship for Bachelor Degree in Law by Tribhuvan University, Kathmandu, 1989 - 1991

**WORK EXPERIENCE**

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| 2010 February to August 2013: part-time, case basis 2013 September to 2020: full time | Kathmandu IP Law & Associates / Notary Public OfficeCivil Trade Centre, Sundahra, Kathmandu, Nepal |
| * Translate authentic Nepali documents into English language and English documents to Nepali language issued by government authorities or legal entities;
* Translate format documents e.g. Citizenship Certificate, Birth Registration Certificate, Relationship Verification, Marriage Registration Certificate, Article of Association and Memorandum of Association of public / private ltd. companies;
* Translate court’s documents such as plaint paper, re-joinder paper, judgment of court, deed of compromise, workplace agreement, official letters, minutes etc;
* Attest and certify authentic local and international documents issued by government authorities, international organizations**;**
* Prepare draft (e.g. lawsuit - both civil and criminal litigation) - Plaint paper, rejoinder paper, promissory notes, wills, and other legal deeds;
* Represent parties in the court for legal proceeding, challenge, defend, initiate compromise between parties as necessary and appropriate;
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| March 2012 – August 2013 | Liverpool Associates in Tropical Health (LATH), Liverpool, UK [assigned to Ministry of Health & Population (MoHP), Government of Nepal, Kathmandu]Human Resource Officer - Human Resources for Health (HRH) |
| * Translated Human Resources for Health Strategy Plan 2011 – 2015 to Nepali version (e.g. Summary version and comprehensive version);
* Translated official letter from English to Nepali language and vice-versa;
* Translated various documents, minutes of meting for Technical Team working for workforce planning;
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| **Feb. 2010 – Feb 2012** | **United Mission to (UMN), Kathmandu, Nepal****Human Resource Management Advisor** |
| * Translated HR reports, Annual Administration reports, Programme reports for distribution to the stakeholders and government agencies;
* Translated Employment policy, directives and working procedures into Nepali language;
* Prepared Orientation Kit (Information on finance, programme, workforce, polices and regulations, stakeholders, decision making procedures in organisation etc);
* Translated various English documents / reference material for performance management workshop/training;
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| July 2005 – Feb 2008 | United Mission to Nepal (UMN), Kathmandu, NepalPersonnel Advisor |
| **Major achievements in this job include:*** Translated Personnel policies and directives to organise job orientation to the new employees, both expatriates and Nepali.
* Translated Annual Administration reports, Programme reports periodically for internal circulation
* Translated Employment contract, job descriptions into Nepali language for mid and low level staff.
* Worked as an interpreter for board meeting, annual staff meeting.
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| **July 2002 – July 2005** | **United Mission to Nepal (UMN), Kathmandu Nepal****Personnel Officer** |
| **Major achievements in this job include:*** Translated UMN Employment policy to facilitate Nepali staff, for job orientation and for different project units of UMN.
* Translated official letters to Nepali language from English and vice versa.
* Worked as an Interpreter for Board of Directors meeting and other occasion.
* Translated Employment contracts into Nepali language for mid and low level staff
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### EDUCATION

* MA in Human Resource Management (HRM), University of Canberra, ACT, Australia 2008 - 2009
* Master Degree in Business Administration (MBA), Tribhuvan University (State University), Kathmandu, Nepal, 1996 - 1999
* Bachelor’s Degree in Law, Tribhuvan University, Kathmandu, Nepal, 1989-1992

### Professional Qualification

### Advocate - Licence No. 4039/1993 (*eligible for legal practice in Nepalese courts including Supreme Court of Nepal*)

1. Notary Public Lawyer - License No. 170/2007 (*Authorised translation, attestation and certification in Nepal*)

### Professional membership

* Member of Australian Human Resources Institutes (AHRI), Australia
* Member of Nepal Notary Public Association - Nepal
* Member of Management Association of Nepal (MAN) [www.man.org.np](http://www.man.org.np)
* Member, Nepal Bar Council, Kathmandu, Nepal

### Language: can read, write and speak

* Nepali, Hindi and English

### Computing:

* Excellent computer skills on MS Word, Ms Excel, PowerPoint, OpenOffice and Internet.

### Extra activities

* Involvement in HR management study/research
* Developing competency based staff recruitment and section materials
* Collection and compilation of HR management documents / articles etc.