

NIPESH ACHARYA

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PROFESSIONAL SUMMARY

A dedicated administrative management professional with over Seven years' experience in corporate and financial organizations seeking employment opportunities in the nonprofit/business and government sector. Personable and proficient administrative professional with advanced time management skills, task prioritization and business management. Able to effectively manage a team of administrative associates to ensure smooth business operations and achievement of project objectives. Expertise in computer software and database.

WORK EXPERIENCE

Chief Executive Officer

Eurokids Pre-School International, Nepal

2019.02-Present

(Virtual)

- Established a successful Pre-school business from the ground up, planning and managing all aspects of the business including business development, staff hiring, and vendor management, and marketing.
- Developed project-specific financial models and tools to help the school run more smoothly. Prepared annual school budget with the finance officer for school board approval.
- Trained teachers on effective techniques for classroom management, teaching, and student's behavior. Established a stimulating and positive learning environment to ensure education focused setting.

Personal Disaster Assistance (PDA) Responder

Canadian Red Cross, Ottawa, Canada

2018.05-2018.12

- Worked with a team of experienced volunteers to assess the needs of those affected by an emergency event.
- Work with teams and community partners to provide access to services such as shelter, food, clothing, and the registration of evacuees. Further helped provide emotional care and comfort within an emergency shelter, community reception centre, community recovery centre or through outreach activities in the community.

Senior Program Officer

Nepal Critical Care Development Foundation, Nepal

2012-2018

- Developed and managed programs that promoted health sector, social change and addressed societal issues.
- Demonstrated ability to initiate tasks; assume responsibility for them; work with minimal supervision in a high-production position; prioritize tasks; handle multiple tasks concurrently and completely, with responsible follow-through; and meticulous attention to detail.
- Conducted research on an organization's mission, goals, programs, impact, and progress to determine if additional funding is warranted.
- Evaluated program results and developed new approaches to achieving desired outcomes.

- Developed strategic plans for program initiatives, including determining objectives and identifying potential partners.
- Developed and implemented fund raising programs and strategies that increased revenue from donors
- Oversaw all aspects of a program, including planning, budgeting, staff recruitment and training, and monitoring results.
- Establishing partnerships with other organizations in order to share resources and increase impact.

OTHER WORK EXPERIENCE

Support Staff- General Services	2018.05- 2018.10
The Ottawa Hospital, Ottawa, Canada	

EDUCATION

Certificate in International Management & International Marketing, Vancouver Summer Program	2016
University of British Columbia, Canada	

M.Sc. in Business Administration specialization in International Management	2011
University of Agder, Norway	

TRAINING EXPERIENCE

Internationalization Laboratory	2010
University of Agder, Norway	

Academic Writing	2009
British Council, Nepal	

Microsoft Office Products	2009
NIIT, Nepal	

Intern-Human Resources, Credit & Finance Department	2007
Rastriya Banijya Bank, Nepal	

REFERENCES

Available Upon Request.