

BHAGAWOTI LAMA

GODNESS OF LOVE & COMPASSION

OBJECTIVE

Driven professional with four years of experience in office management and program coordination, aiming to apply strong organizational, leadership, and problem-solving abilities in a dynamic role. A collaborative team player and effective communicator, dedicated to delivering high-quality results while pursuing ongoing growth. Passionate about community involvement and making a meaningful impact.

EXPERIENCE

ASST. MANAGER

July 2022-till date (Nepal GS. Import & Export)

- Overseeing warehouse maintenance and organization.
- Managing office maintenance and ensuring smooth operations.
- Handling documentation and record-keeping.
- Maintaining petty cash and ensuring accurate financial tracking.
- Assisting in day-to-day administrative and operational tasks.

EVENT MANAGER

April-May 2022 (Tanneri Chaso)

- Managing budgets to ensure cost-effectiveness and financial accountability.
- Overseeing event logistics, including transportation, catering, and equipment setup.
- Supervising event staff and volunteers to ensure smooth operations.

FIELD SUPERVISOR

Sept-Nov 2021 (National Population Census 2021)

- Managing and coordinating field data collection efforts during the census.
- Training and supervising enumerators to guarantee accurate data gathering.
- Assessing enumerators' performance and offering support as needed.
- Gathering and reporting progress on data collection to appropriate authorities.
- Working with local officials and community leaders to support the census process.



ABOUT ME

Enthusiastic and driven individual with a passion for learning, exploration, and travel, dedicated to contributing to social causes and community service initiatives.

CONTACT

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https://www.bhagwoti.lama?mibextid=LQQJ4d

Chandragiri Municipality,
Kathmandu, Nepal



EDUCATION



TRIBHUVAN UNIVERSITY

Studied Masters of Arts in
Rural Development

2024

TRI-CHANDRA MULTIPLE CAMPUS

Bachelors

2019

PROGRAM CO-ORDINATOR

2017-2020 (*Shiksha Nepal*)

- Planning, organizing, and executing program activities and events.
- Maintaining accurate records and documentation of program activities.
- Managing budgets to ensure cost-effectiveness and financial accountability.
- Overseeing event logistics, including transportation, catering, and equipment setup.
- Supervising event staff and volunteers to ensure smooth operations.

Academic Skills

Computer Skills

- Computer Programming (HTML, Java)
- Database Management
- Accounting Software (Busy Software)
- Digital Marketing and Productivity Tools
- Communication Tools and Platforms
- Assessment Planning
- Academic Writing, Research, Editing, and Presentation
- Critical Thinking and Multitasking
- Proposal Writing and Planning Communication tools

Extra curriculum Activities

- Successfully organized awareness initiatives under the theme "Alikati Ujyalo Abhiyan."
- Led and distributed resources through "A Charity Program for Tarai Flood Victims."
- Contributed to the "Let's Read Digital Library" project in 2019.
- Successfully hosted the National Reading Mela in 2018.
- Actively campaigned for the "No Thanks Campaign: No More Plastic."
- Conducted social awareness programs addressing issues of girls' trafficking and child labor.