
Mandira Tripathi

PROJECT MANAGEMENT AND CONSULTING

An aspiring project manager with a passion for supporting organisations and businesses exceed their goals.

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Experience

- SEPT 2018 - PRESENT **Project Coordinator | Karsons Consulting**
- Management of the project tracker and correspondence with clients using company CRM and automated email management tools.
 - Coordinating team's technical data and managing the company quality systems.
 - Delivery of business systems and implementation including staff training.
 - Support team with maintaining and updating office systems.
 - Organising and managing seminars, events and workshops.
- JULY, 2018 - SEPT, 2018 **Intern, HR & Compliance | Vigilance**
- Responsible for reviewing and modifying HR documents.
 - Organised annual charity run, "The Vigilance Dashain Dash".
 - Developed and distributed company newsletter.
 - Updated and maintained supplier and employee documentation on the CRM system.
- JULY, 2016 - JAN, 2018 **Operations Officer | Childreach Nepal, NGO**
- Responsible for the preparation of quarterly programmatic, operational and financial reporting.
 - Responsible for the monitoring and supervising "Meera Centre", a community-based Model Early Childhood Development Centre in Panauti, Nepal.
 - Worked with Head of Programmes in applying and securing grants for various projects.
 - Responsible for the preparation of quarterly programmatic, operational and financial reporting.
 - Preparing financial statements such as bank reconciliation, budget monitoring report and cash flow along with managing and handling petty cash.
 - Coordinated with finance team and worked in audits.
 - Assisted in the company's annual financial audit.

Education

MASTERS IN MANAGEMENT
University of Westminster
2018 - 2019

BACHELORS IN BUSINESS ADMINISTRATION
Nova International College
2011 - 2015

Awards

WINNER OF NEPAL'S TOP 7 DEBATERS (BACHELORS CATEGORY)
Today's Youth Asia
2014

VICTORIA BUSINESS SCHOOL COMMITMENT AWARD
Global Enterprise Experience
2015

VICTORIA BUSINESS SCHOOL HIGHLY COMMENDED TEAM AWARD
Global Enterprise Experience
2015

Experience

JUNE, 2015 **Academic Programmes and Administrative Liaison Officer | Childreach Nepal, NGO**

JUNE, 2016

- Successfully executed the GSRG, administering 26 graduate students who were awarded with up to \$1000 for their research studies.
- Successfully conducted two research conferences namely "Social Policy and Health Economics Conference", 2015 and the "Graduate Student Research Conference", 2016.
- Led the "Students Into Community" Project, a student based voluntary placement program that provides opportunities for University students to participate in community service.

JUNE, 2014 **Administrative Secretary | Childreach Nepal, NGO**

JUNE, 2015

- Administered the Graduate Student Research Grant (GSRG), a project funded by UNICEF Nepal.
- Assisted the Program Coordinator in the successful completion of Idea Studio Nepal Season 1.
- Responsible for overall management of the Idea Studio incubation center, budgeting logistics, guiding participants and assisting mentors from different business sectors.
- Worked with the ideators to formulate and present their business plans.

Technical Skills

Project Management

Business Development

Email Marketing

Accounting

Tally

Microsoft Office

Soft Skills

STRONG WORK ETHIC

TEAM PLAYER

LEADERSHIP

ADAPTABILITY

PUBLIC SPEAKING

References



MR. SEB MACKENZIE-WILSON

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