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# 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.
  - 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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### MR. KEITH PATRICK

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### MR. PAUL VOGELZANG

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