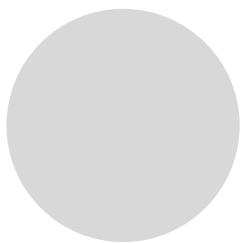


UTTSIKHA ADHIKARI



Educator looking for opportunities to build network and enhance entrepreneurial career in education

Manbhawan 5, Lalitpur

EDUCATION

uttadh54@gmail.com

+977 9843-455022

[My LinkedIn](#)

School of Education Jan 2023 - Present

Affiliated to Kathmandu University

Master of Philosophy (MPhil) in Educational Leadership

CG Institute of Management

Apr 2020 - May 2022

Affiliated to Limkokwing University

Master's in Business Administration

Overall CGPA of 3.61 (First division with distinction)

REFERENCE

Pramod Parajuli

Principal

CG Institute of Management

Minbhawan, Kathmandu

+977-98012-00820

pramod.parajuli@cgim.edu.np

St. Xavier's College

Nov 2015 - Feb 2020

Affiliated to Tribhuvan University

Bachelor's of Science in Computer Science and Information Technology

Overall percentage of 72% (First division)

Krishna B. Shah

MOLIHSS

2013-2015

Service Projects Director-

Higher Secondary Education Board

Rotary Club of Patan West,

High School

Overall percentage of 69% (First Division)

District-3292

Executive Director Pro

Bono - Hoste Hainse

+977-98080-65300

krishna.shah@hostehainse.org

Adarsha Vidya Mandir

2005-2013

Higher Secondary Education Board

School Leaving Certificate

Overall percentage of 84.88% (First Division with distinction)

UTTSIKHA ADHIKARI

EXPERIENCE

URB Creations Co-Founder	Jul 2021 - Present
	<ul style="list-style-type: none">- Design and deliver personality development courses to students aged 13-19- Provide interactive coaching classes to students under NEB and CBSE Boards- Provide guidance to students for their academic journey
Adarsha Vidya Mandir Computer Faculty	Nov 2023 - Present
	<ul style="list-style-type: none">- Deliver computer classes to students of Grade 10 and 11 as per the syllabus of NEB Board
Center for Leadership and Entrepreneurship Lecturer	Dec 2022 - Dec 2023
	<ul style="list-style-type: none">- Design & facilitate computer/IT related courses for students of BHM/BBA/Diploma- Conduct surveys of students to find out the market gap in IT proficiencies- Prepare all the study/course materials/additional computer courses and upload them in SEEK- Assist Reporting Manager regarding semester plan for BBA/BHM- Deliver the course module designed on IDP & Leadership, Entrepreneurship and other soft skills as assigned coordinating with other concerned departments
Digital Bridges 4 Nepal Consultant/ Nepal Team Leader	Apr 2023 - Dec 2023
	<ul style="list-style-type: none">- Guidance and supervision in the areas of operations, finance, administration, project management, team formation, CLEC (Computer Learning Environment Center) projects, future collaborations and other areas
Kaya Corp. General Manager	Jan 2021 - Dec 2021
	<ul style="list-style-type: none">- Maintained and coordinated administrative services- Oversaw company policies for organizational culture- Looked into supply chain management- Planned long-term financial goals and created financial reports- Created digital marketing plan and oversaw promotional content- Dealt with international suppliers and oversaw flow of goods in international and domestic traffic
Hoste Hainse Executive Director Assistant	Aug 2020 - Nov 2021
	<ul style="list-style-type: none">- Representation of the organization in various national/international programs- Supported in strategic communications, organizational strategy, and all other special projects as assigned- Conducted research and analysis on issues of interest- Acted as the point of contact with internal and external business colleagues- Managed information flow in a timely and accurate manner- Provided calendar management for organizing internal and external meetings- Formatted information for internal and external communication - memos, emails, presentations, reports- Handled correspondence directed to managers- Maintained the current filing and database system looking for ways to improve current systems- Interaction with National/International Donors

UTTSIKHA ADHIKARI

LEADERSHIP

One Day Parallel Workshop on Teachers' Professional Development at Ratnanagar, Chitwan	Mar 2024
Program Coordinator	
KUSOED MPhil Educational Leadership 2023 Cohort	
Leo Club of Kathmandu Global Eye	July 2020 - Present
General Member	
Chartered Secretary of Lion-Year 2020-2021	
Rotaract Club of Patan West	Jun 2017 - Jun 2022
Mentor for Rota-Year 2021-22	
President for Rota-Year 2019-20	
Secretary for Rota-Year 2018-19	

PARTICIPATION

COP 26 - Climate Change Conference, Glasgow, Scotland	Nov 2021
IUCN World Conservation Congress 2020, Marseille, France	Sep 2021
Rotaract Global Model United Nations, Pokhara, Nepal	Aug 2019
Nepal Internet Governance Forum, Kathmandu, Nepal	Nov 2018
Google Nepali Audio Collection Project	Apr 2018

AFFILIATION

Member of Commission on Education and Communication - IUCN	2021 - Present
Networking Committee Member at Women in Big Data Nepal	Feb 2022 - Dec 2022
Club Youth Legend	Jan 2019 - Jan 2022

TRAINING

International Certified Career Coach - Foundation Level at Mindler	Jul 2022
FEEL Fellow at My Emotions Matter	Jul 2022
Compassionate Integrity Training for Educators at Life University	Apr 2022
How to Teach Online: Providing Continuity for Students at FutureLearn	Jul 2021
Digital Marketing Training at eCdemy Learning Solutions	Dec 2018
Creative Computing at Karkhana	Apr 2017
School Leadership Training at Women Lead Nepal	Nov 2011

VOLUNTEER

Social Camp at Shree Bholebaba Adharvut Vidhyalaya, Chitwan	Apr 2018
Social Camp at Shree Rastriya Adharvut Vidhyalaya, Chitwan	Dec 2016