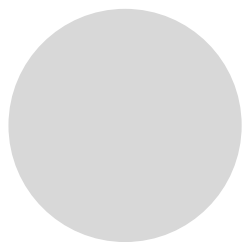


UTTSIKHA ADHIKARI



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

Manbhawan 5, Lalitpur

uttadh54@gmail.com

+977 9843-455022

[My LinkedIn](#)

EDUCATION

School of Education
Affiliated to Kathmandu University
Master of Philosophy (MPhil) in Educational Leadership

Jan 2023 - Present

CG Institute of Management
Affiliated to Limkokwing University
Master's in Business Administration
Overall CGPA of 3.61 (First division with distinction)

Apr 2020 - May 2022

REFERENCE

Pramod Parajuli
Principal
CG Institute of Management
Minbhawan, Kathmandu
+977-98012-00820
pramod.parajuli@cgim.edu.np

St. Xavier's College
Affiliated to Tribhuvan University
Bachelor's of Science in Computer Science and Information Technology
Overall percentage of 72% (First division)

Nov 2015 - Feb 2020

Krishna B. Shah
Service Projects Director-
Rotary Club of Patan West,
District-3292
Executive Director Pro
Bono - Hostehainse
+977-98080-65300
krishna.shah@hostehainse.org

MOLIHSS
Higher Secondary Education Board
High School
Overall percentage of 69% (First Division)

2013-2015

Adarsha Vidya Mandir
Higher Secondary Education Board
School Leaving Certificate
Overall percentage of 84.88% (First Division with distinction)

2005-2013

UTTSIKHA ADHIKARI

EXPERIENCE

URB Creations
Co-Founder

Jul 2021 - Present

- 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

- 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

- 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

- 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

- 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

- 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 Program Coordinator KUSOED MPhil Educational Leadership 2023 Cohort	Mar 2024
Leo Club of Kathmandu Global Eye General Member Chartered Secretary of Lion-Year 2020-2021	July 2020 - Present
Rotaract Club of Patan West Mentor for Rota-Year 2021-22 President for Rota-Year 2019-20 Secretary for Rota-Year 2018-19	Jun 2017 - Jun 2022

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