BINIV SHAKYA

PERSONAL DETAILS

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Residential Address: Nakhipot, Khumaltar, Lalitpur

A BRIEF BIO

I am a dedicated and proactive individual with a strong interest in community-based development and inclusive social transformation. With a background in Development Studies and hands-on experience in project coordination, monitoring and evaluation, and stakeholder engagement, I bring both adaptability and a results-oriented mindset to any role. I am passionate about learning through practice and committed to supporting initiatives that challenge harmful social norms and promote equity. Thriving in dynamic, collaborative environments, I approach each task with enthusiasm, organization, and a deep sense of responsibility, always striving to make a meaningful impact.

WORK EXPERIENCE

Duration	Work
February 2025 - July 2025	**ActionAid International Nepal** **Role: Trainee - Social Enterprise Project** <u>Major Responsibilities</u> ● Ensured logistical compliance for the training workshop, including venue arrangements and necessary resources. ● Coordinated with the social enterprise expert to support training preparation and ensure all required compliances were met. ● Coordinated with partner organizations for the selection and finalization of training participants. ● Developed a detailed action plan for the establishment of the social enterprise, outlining key milestones and responsibilities. ● Supported donor scoping and contributed to the drafting of funding proposals for the social enterprise project. ● Prepared required documentation to fulfill legal and procedural compliance for social enterprise registration.
February 2024 -December 2024	**ActionAid International Nepal** ***Role: Trainee – Business Development*** <u>Major Responsibilities</u> ● Supported in development of project proposals and concept notes.

	● Prepared concise summaries of grant opportunities by thoroughly reviewing the opportunity documents to identify key points and understand donor requirements. ● Provided valuable inputs in log-frame construction, activity planning, project budgeting, generating ideas for the project and other necessary areas as required. ● Coordinated with finance, program, and consortium partners to ensure donor compliance. ● Prepared donor scoping of different countries to identify potential donors for the organization. ● Regularly updated the financial opportunity tracker to maintain track of business development's engagement in grant opportunities. ● Conceptualized, and developed content for the organizational capacity statement document. ● Coordinated with vendors for ensuring design and printing of the organizational capacity document. ● Regularly made entries and updated the fundraising database as a part of knowledge management. ***Additional engagement: Market Study for feasibility of Social Business Project for Women Textile Producers*** ● Planned, coordinated, and scheduled meetings with stakeholders and potential collaborators, including embassies, hotels, and entrepreneurs. ● Participated in meetings, provided inputs to foster collaboration, and prepared meeting reports. ● Maintained day-to-day records of activities and ensured proper documentation. ● Facilitated a skill identification workshop for women textile producers, managing logistics, coordinating with partner organizations, guiding participants, translating language needs, and preparing workshop reports. ● Supported the social enterprise expert in drafting the project feasibility report.
January 2023-December 2023	**ActionAid International Nepal** ***Role: Volunteer – Impact Assessment*** Major Responsibilities: ● Supported in preparation and consolidation of organizational quarterly, bi-annual and annual reports. ● Regularly updated the Program Coverage Table for maintaining record of the program activities ● Supported in data collection, ensuring data accuracy, data cleaning, data reporting and data visualization. ● Supported in planning, coordinating, and organizing the national social audit event. ● Supervised and coordinated data collection for baseline survey of project in close collaboration with partner organization and consultant. ● Supported to construct MEAL framework for projects by setting baselines, developing indicators, and setting targets/milestones. ● Follow up with partners and internal team for timely submission of quarterly, bi-annual, and annual reports.

	● Translation, consolidation, and review of internal and partner reports. ● Coordinated with consultants for designing and printing of the country strategy paper. ● Compiled, organized, and managed essential documents as a part of knowledge management. ● Supported communications unit for developing content, case stories and visibility materials.
September 2021-February 2022	**Kgarira?/Inmotion Studios** ***Role: Event Management Assistant*** <u>Major Responsibilities:</u> ● Managed scheduling for various artists across multiple venues. ● Coordinated and followed up with clients to negotiate and handle payments. ● Provided leadership, assistance, and support in event management tasks. ● Assisted in the development of proposals for sponsors, artists, and venues. ● Conducted internal documentation and contributed to knowledge management efforts.

EDUCATION

Completion Year	Degree	Institution and Address
Ongoing	**Master's in Human and Natural Resource Studies (HNRS)**	**Kathmandu University School of Arts (KUSOA)** *(Balkumari, Lalitpur)*
2022	**Bachelor's in Development Studies (BDevS)**	**National College, Kathmandu University School of Arts.** *(Pragati Tole, Dhumbarahi)*

ESSENTIAL SKILLS

- Project Management
- Proposal/Concept note writing.
- Database & Knowledge Management
- Monitoring & Evaluation
- Report Writing
- Event management
- Partnership management
- Donor Management
- Microsoft Office Tools and Google Applications

- Canva

INTERPERSONAL SKILLS

- Creativity
- Team worker
- Communication
- Adaptability
- Critical thinking
- Flexibility
- Leadership

REFERENCES

Renu Shrestha
Program Development Manager: Women's Right
ActionAid International Nepal
Relation: Line Manager

Contact Number: +977 9841534746 *E-mail Address: renu.shrestha@actionaid.org*

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Sabin Man Shrestha
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ActionAid International Nepal
Relation: Line Manager

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DECLARATION

I affirm that the information provided above is accurate to the best of my knowledge, and I assume full responsibility for its accuracy.