

SANDEEP SADA

Dakneshwori-6, Saptari, Madhesh Province, Nepal

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WORK EXPERIENCE

Admin/HR Officer, Deerhold Nepal Pvt. Ltd.

Jan 2021 – Current

- Maintaining physical and digital personnel records like employment contracts and PTO requests, updating internal databases with new hire information, creating, and distributing guidelines and FAQ documents about company policies
- Gather payroll data like bank accounts and working days, Publish and remove job ads, schedule job interviews, and contact candidates as needed, prepare reports and presentations on HR-related metrics like total number of hires by department, develop training and onboarding material, respond to employees' questions about benefits

Program Manager, Samaj Sahakarya Saptari

Jan 2016 – Current

- Leading initiatives targeting child marriage prevention, eradication of the dowry system, and climate awareness among the Musahar community, Designing and implementing strategic programs, collaborating with local stakeholders and government agencies, conducting assessments, providing training and support, managing budgets, and representing the organization in advocacy efforts

Country Coordinator, Nepal Pestalozzi Foundation

Jan 2016 – Apr 2020

- Managed Pestalozzi staff, students, and alumni; office operations, coordination, and communication; supervised finances, including budgeting, compliance, and proposal development. Administered funding, fundraising, sales, financial planning, budgeting, reporting, banking, bookkeeping, record-keeping, and asset control

Program Associate, United Nations World Food Programme

Jul 2016 – Sept 2016

- Drafted regular and ad hoc monitoring reports, M&E briefs, NCR, PRRO Refugee Reports. Evaluated trends in Country Program components (assets, livelihood, education, nutrition) from 2013 to 2015

Reintegration Manager, Sano Paila (A Little Step)

Jul 2014 – Jun 2016

- Designing, managing, monitoring, and evaluating child protection/anti-trafficking/human rights programs in emergencies, transitions, or development contexts
- Provided information for budgeting, financial processes, and reporting, in cooperation with the team accountant/financial controller
- Responsible to build a bridge between disconnected children and their families and vice-versa
- Coordinated and facilitated to plan, designing, budgeting, formulating, and implementation of the reintegration project, Liaise with government offices, NGO/INGOs, and local community

Field Facilitator, UNDP

December 2013

- Organized and oversaw field tests for a UNDP and Save the Children project focused on creating a Gender-based Violence Prevention Peer education manual for men and boys

Program Manager, Temple Tiger Green Jungle Resort

Mar 2013 - Nov 2013

- Highlighted historical, ecological, or scientific features of outdoor surroundings by organizing nature walks, camping trips, crafts, or outdoor skills in Chitwan National Park

National Consultant, Enabling State Programme (ESP)

Jan 2011

- Analyzed and summarized three fiscal years (2008, 2009, 2010) of the Nepalese government's budget and research papers, creating a budget analysis

Program Officer, Department for International Development (DFID)

Jul 2010 - Dec 2010

- Collaborated on implementing global strategies locally, particularly in areas like the Livelihood and Forestry Programme, engaging in field visits to ensure effective implementation. My focus was on promoting women's initiatives and ensuring the inclusion of vulnerable groups in climate adaptation efforts
- Conducted in-depth research and analysis on technical, social, economic, environmental, institutional, and technological aspects related to climate change and natural resource management.

Lower Secondary Teacher, Honour International School

Jan 2007 - Jun 2010

- Taught Mathematics and Science to students from grades four to ten

VOLUNTARY ACCOMPLISHMENTS

Cohort, Climate Action Champions Network (CACN)

Sep 2022 – Jun 2024

- Youth climate leaders actively engaged in and advocating for climate action and creating a network of individuals/organizations that works towards climate change mitigation and adaptation

Local Coordinator, Students for Liberty (SFL)

June 2023 – Current

- Coordinate events and campaigns promoting Green Liberty and Free Market Environmentalism principles among students and the community. Collaborate for policies encouraging conservation and economic freedom, mobilize volunteers for sustainability projects, and conduct outreach through public engagements and social media.

Volunteer, IMPACT Nepal

April, May, June, and July 2015

- Distributed food and building shelters as part of the earthquake relief programs to the victims of the Nepal Earthquake 2015 to rebuild their lives

Volunteer, VSO International Citizen Service (VSO ICS)

Nov 2012 - Feb 2013

- Recognized for tackling global challenges through the UK Government's international volunteering program, I raised awareness about climate change, natural resources, and sustainable management. By educating students and community members on health, hygiene, and livelihood options, I fostered a holistic approach to environmental conservation.

Volunteer, 13th Human Rights Magma Meet

Oct 2012

- Organized the event to create awareness of the issues related to the third gender in the context of Nepal.

Climate Messenger, International Climate Champion Network Nepal

Mar 2011

- Responsibly worked as a messenger to make people aware of the changing climate and the patterns which were resulting in different natural calamities like drought, a decrease in groundwater level, melting of snow, and emissions of different poisonous gases due to burning of plastic products

EDUCATION

- *Masters in Sustainable Development (MSD)*, Kathmandu University
Modules: Economics of Sustainability and Enterprises, Gender Equity and Social Inclusion, Global Climate Change and Sustainable Technology, Human Ecology and Sociology
- *Bachelor of Arts in Humanities and Social Sciences*, Tribhuvan University
Modules: Sociology and Anthropology, Religion and Society, Art and Architecture, Archaeology, Epigraphy, and Numismatics
- HSEB 10+2, Budhanilkantha School
Modules: Biology, Chemistry, Physics, Mathematics

HONOURS

- Nominated in the Nepalese local elections, 2017 for the post of Ward Chairman in Dakneshwori Municipality, Saptari district in Province 2
- Elected as the Executive Committee Member of the Society of Ex-Budhanilkantha Students (SEBS) in the year 2012/13
- Received the annual Pestalozzi Scholarship to get admitted to Budhanilkantha School in the year 1997

TRAINING AND WORKSHOP

- Participated in the Summit on Climate Change organized by the Nepal-US Alumni Network (NUSAN) in collaboration with Institute of Strategic and Socio-Economic Research (ISSR), financially supported by the US Embassy
- Completion of 10 hours of resilience skills training in the playshop method for reducing child trauma and the social resiliency model to adapt and grow during times of disruption organized by Second Response and Threshold Globalworks
- Completed the International Project Management Training organized by Joan B. Kroc Institute of Peace and Justice (IPJ), University of San Diego
- Completed training in Building Peace through Development sponsored by the Asian Development Bank and led by Karuna Center for Peacebuilding
- Completed the 16-hour Personality Development Course at the British Council

- Completed three days of Proposal Writing/Making Training of NGOs/INGOs and other agencies involved in development organized by the Dalit NGO Federation (DNF)
- Participated in the Pestalozzi Camp to learn about the 3H (Head, Heart, and Hands) Principle

HOBBIES

- Swimming: Keen swimmer and participated in National Open Swimming Championship; 3rd South Asian Federation (SAF) games
- Travelling: Interest to visit remote and not easily accessible places in the world; learning about the local community and their culture; and finding out about the natural floras and faunas located in the area

LINGUISTIC AND METHODOLOGICAL SKILLS

- Fluent in English, Nepali, Maithili, Bhojpuri, Tharu, and Hindi
- Proficient in MS Office applications, SPSS

REFEREES

Sachin Karanjit
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