

Curriculum Vitae

1. Personal Record

Name, Surname: Prem Prasad Sharma Paudel (PhD)
Sex: Male
Date of Birth: 2011/5/16 BS (1st September, 1954 AD)



Birth Place: Baglung Municipality-13, Damuk, Paiyunpata, Gandaki Province, Nepal
Father's Name: Late Mr. Him Lal Padhya
Mother's Name: Mrs. Mandhara Padhyani
Marital Status: Married
Nationality: Nepali

Language:	Read	Write	Speak
Nepali:	<input type="checkbox"/> Fluent.	<input type="checkbox"/> Fluent.	<input type="checkbox"/> Fluent.
English:	<input type="checkbox"/> Fluent.	<input type="checkbox"/> Fluent.	<input type="checkbox"/> Fluent
Hindi:	<input type="checkbox"/> Fluent.	<input type="checkbox"/> A little	<input type="checkbox"/> A little
Other:			

Permanent Address:

Present Address: 25533 Fretton Square, South Riding, Chantilly VA-20152, USA

Contact Mobile Mobile: +1-571-620-8572

Email: Email- premtranslation19@gmail.com or psppsharma@gmail.com

2. Academic Background:

Year	Academic Level	Institution	Main Subjects
1971	School Leaving Certificate	SLC Board of Nepal	<i>English, Nepali, Science, Math, Geography</i>
1974	Intermediate in Arts	TU, Nepal	<i>English, Nepali, Economics, Civics</i>
1978	Diploma in Arts	TU, Nepal	<i>Major Economics</i>
1984	Master in Arts (<i>Economics</i>)	TU, Nepal	<i>Agriculture Economics, Manpower Economics,</i>
1988	Master in Arts (<i>Political Sc.</i>)	TU, Nepal	<i>International politics, Development administration etc.</i>
1990	Bachelor in Law	TU, Nepal	<i>Industrial law, Criminology etc.</i>
1997	PhD in Economics	TU, Nepal	<i>Title: "The Essence of Manpower in Community Development: An Orientation to Basic Rural Activities with Reference to Baglung District"</i>
2012	Post Graduate Diploma in Value Education and Spirituality	Annamalai University, India (distance education)	<i>Value education and spirituality; Major Religions, Consciousness and The divine;, Personal development and values in life, Meditation and values in society.</i>

3. Training / Seminars/ Workshops

Year	Duration	Name of the Training/Seminars/Workshop	Organizer
1978-79	10 months	Diploma in Education Upgrading Training. (In service teacher's training)	Ministry of Education
1985	3 days	Dhaulagiri Zonal Level First National Disaster Pre-preparedness and Relief Trg.	NRCS, Baglung
1986	3 days	3rd National First Aid Training & Competitive Demonstration	NRCS, Palpa
1986	4 days	1st National Natural Disaster Pre-preparedness & Relief W/S	NRCS, Gulmi
1986	4 days	First National Redcross Orientation Trainers' Trg.	NRCS
1987	2 days	Zonal Level Community Health and Sanitation Trg.	NRCS, Baglung
1987	4 days	Second Nationwide Trainers' Training	NRCS, Rupandehi
1987	15 (66 hrs)	Income Generation Programme Training	PLAN International Nepal
1989	7 weeks	New Business Creation Training	Small Business Promotion Project/GTZ
1989	7 days	Community Development Training	LWS Nepal - Water Resources Development Project (WRDP)

<i>Year</i>	<i>Duration</i>	<i>Name of the Training/Seminars/Workshop</i>	<i>Organizer</i>
1990	10 days	Instructional Methods and Curriculum Devt. Trg.	TRUGA, DCVI, KTM
1991	7 days	NFE Supervisory Training	LWS - WRDP, Baglung
1992	8 days	Research Methodology Workshop Organised for Ph. D. Candidates	Faculty of Humanities & Social Sciences, TU
1992	10 days	Literacy Trainers Training	World Education
1993	6 days	Women Development Training	Redd Barna
1994	14 days	Literacy Camp in Nepal	LLP/CIE/CERID, TU/UMass
1994	3 days	The Role of the Manager Training	International Nepal Fellowship
1994	7 days	TOT and Communication Training	INF-BCHP
1995	2 days	Telling Stories Using Sculpture Masks Trg.	United Mission to Nepal
1995	1 month	Word Perfect 5.1 Training	Panorama Computer Centre, Pokhara
1996	3 days	Computer Basics	INF
1996	2 days	Windows 3.1	INF
1997	6 days	Research Methodology Workshop	LCP/AIDS Prevention Programme
1998	6 days	Basic Rural Journalism Training	INF-BCHP
1998	3 days	Workshop on Process Approach	INF
1998	5 days	Advanced MS Word - 7 Training	INF
1999	3 days	Workshop on Process Approach	INF
'99/00	6 months	Six Month diploma in application Software (MS DOS, MS Windows 95/96, MS Word 97/00, MS Excel 97/2000)	Kaligandaki Computer Institute, Baglung
2000	4 days	Training on Planning Tools & Techniques	LGP/HRDC/Sindhupalchowk
2001	3 days	Seminar on Periodic District Development Plan	Ministry of Local Development
2001	3 days	Orientation of Log Frame Approach	LGP/UNDP
2002	2 days	Gender and governance Discussion/Awareness Programme	LGP/UNDP
2002	2 days	Financial Management Training Organized for Middle Level Managers of UNDP Assisted Projects	UNDP/UN House Pulchowk
2004	1 week	Effective Announcement Training	Brahmakumari Rajyog Trg. Centre
2004	5 days	Self-Management Leadership Training Programme	Brahmakumari Rajyog Trg. Centre
2004	7 days	Community Action Planning/Health and Sanitation Refresher and Conflict Management Trg.	Rural Water Supply and Sanitation Fund Development Board
2004	3 days	Strategic Planning Seminar	Samuhik Abhiyan, Kathmandu
2004	2 days	Logical Framework Approach Training	NEST Pokhara
2005	7 days	Institutional Management of NGOs	NGO Federation Baglung
2005	5 days	ToT on Convention on the Elimination of all forms of Discriminations against Women	NGO Federation Baglung/Women Development Office/MGEP, Baglung
2005	3 days	Training of Presentation Skills	CREHPA, Lalitpur
2005	3 days	Planning Workshop on Integration of Health Education and Microfinance	Micro Credit Summit/RMDC, Kathmandu
2005	5 days	Training on Proposal Writing Skill	NGO Federation/NGOCC, Baglung
2005	5 days	ToT on Integration of Health Education with Microfinance	Microcredit Summit/RMDC, KTM
2006	2 days	Bhasha Workshop on the Use of Nepali Language in Information Technology and Computers	Baglung Jaycees/JCI Nepal/FIT Nepal
2007	3 days	ToT on Child Led Disaster Risk Reduction	NRCS/Save the Children Alliance
2007	2 days	Orientation Training on Documents Verification and Certification organized for Notary Public	Nepal Notary Public Council
2008	3 days	Micro Finance Review and Business Planning Workshop	PLAN & Micro Finance Association Nepal
2009	2 months	Juvenile Justice and Social Work Training	Central Child Welfare Board, Ktm
2010	6 days	Capacity Building and Orientation Training- ToT on Library Management Facilitation and Social Mobilization	Room to Read, Nepal
2010	5 days	Capacity Building Training on Library Activities and Proper use of English Books	Room to Read Nepal
2011	7 days	Project Management for Result Based Development	Handicap International Nepal
2011	2 days	Climate Change Orientation Workshop	NGO Federation, Bag
2011	3 days	Design Monitoring and Evaluation Training	GYC Baglung
2012	2 days	Second Small Towns Water Supply and Sanitation Sector Project Orientation Programme for Local NGOs	Department of DWSS

<i>Year</i>	<i>Duration</i>	<i>Name of the Training/Seminars/Workshop</i>	<i>Organizer</i>
2012	10 days	Strategic Planning Training	Central Cooperative Trg. Centre, KTM
2012	2 days	Two-days Experience Sharing Program on Juvenile Justice for Judges, Psychologists and Social Workers	National Judicial Academy, Lalitpur
2015	4 days	Accountability Promotion Capacity Building Training	Ministry of Federal Affairs and Local Development (MoFALD),
2019	6 months	Certified Translator English<>Nepali	Global Translation Institute/ Certified Translation Professional Program, USA

4. Professional Record/Experience

Duration	Organization/Position/Responsibilities:
October 25, 2016 to May 3, 2020	<p>Organization: Walmart (Wal-Mart Associates, INC), 24635 Dulles Landing Dr, 20166 VA, Head office: 702 SW 8th Street, Bentonville, AR 72716-0135)</p> <p>Position: CAP Team 1 Associate/ Cashier</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> Labeling, Putting in bins, Picking up from bins, stocking, zoning, expiry date checking, making bales, cleaning etc. Working as a Cashier.
July 1, 2013 to June 27, 2016	<p>Organization: Self-Employed</p> <p>Position: Freelancer, Independent consultant(Nepal)</p> <p>Responsibilities: Involved in English<>Nepali translation work as a notary public, project evaluation, report writing, and project proposal writing.</p>
July 8, 2012 to July 7, 2013 (1 year)	<p>Organization: Gramin Jagaran Manch, Nepal (Rural Awareness Forum-RAF, Nepal)</p> <p>Position: Community Mobilization Expert Cum Training Coordinator</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> Community awareness, education, training and disseminate project information. Continued translation of Nepali legal documents including birth, death, relationship, migration, certificates and different documents provided by local bodies, and business company documents into English.
April 15, 2010 to January 31, 2012 (1 year 10 months)	<p>Organization: Gaja Youth Club (GYC), Baglung, Nepal</p> <p>Position: Fund Collection Coordinator/Programme Coordinator</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> Planning, budgeting supervision and monitoring of Reading Room Programme, short term projects. ; Reporting, proposal writing etc. Translated Nepali documents such as constitution, policies, by-laws, plans and budgets into English language and programme documents into Nepali language to communicate/distribute community people.
May 14, 2004 to July 31, 2008 (4 years)	<p>Organization: Nepal Red Cross Society District Chapter Baglung and CYC Baglung</p> <p>Position: Field Coordinator (not regular basis)</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> Planning, Supervision and monitoring of drinking water and sanitation activities. Deliver community trainings especially for water user committees, groups, school teacher/students and women groups. Translated English documents into Nepali language to communicate/distribute to community people and translated/interpreted community voices/matters/evaluation documents into English for project visitors and concerned people.
May 15 2000 to Dec. 31 2003 (3 ½ years)	<p>Organization: Local Governance Programme/United Nations Development Programme.</p> <p>Position: District Development Advisor</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> Support District Development Committees (DDCs) to manage the database, planning and monitoring, GIS and accounting systems. Provide advisory support to DDC; be responsible for mobilization of Line Agencies, private sectors, NGOs,. To work as a trainer and resource person; overall responsibility of Village Development Programme. Translated English documents into Nepali language to communicate/distribute community people and translated/interpreted community voices/matters/reports into English for concerned organization.
April 1, 1996 to Dec. 15,'99 (3 ½ years)	<p>Organization: International Nepal Fellowship (INF), Burtibang Community Health Programme (BCHP), Baglung.</p> <p>Position: Programme Development Officer I.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> Monitor the achievement of Programme objectives by developing key indicators, by devising and

Duration	Organization/Position/Responsibilities:
	maintaining appropriate records of Programme operations and results of intervention. <ul style="list-style-type: none"> • Preparation of Programme documentation; Mid-year and Annual Plans and Reports, and other reports' liaise with local NGOs and GOs. • Translated English documents into Nepali language to communicate/distribute to community people and translated/interpreted community voices/matters/evaluation documents into English for concerned people and organizations.
May 15, 1992 to March 31, 1996 (4 years)	Organization: INF - BCHP. Position: Non-Formal Education Officer. Responsibilities: <ul style="list-style-type: none"> • Overall responsibility for planning, budgeting, implementing, and managing NFE Section comprising of Literacy (child & adult), New Literacy Groups (NLGs), Post Literacy Clubs (PLCs), & IG activities. • Translated English documents into Nepali language to communicate/distribute to community people and translated/interpreted community voices/matters/evaluation documents into English for project visitors and concerned people.
April 15, 1991 to May 14, 1992 (1 year)	Organization: Lutheran World Service (LWS) Nepal - Community Development Project (CDP), Kharbang, Baglung. Position: Senior Community Development Assistant. Responsibilities: <ul style="list-style-type: none"> • Be involved in preparing Community Motivation and Education Sector plans and budget. • Supervision and monitoring health, non-formal education, DWSS and income generation activities. • Translated English documents into Nepali language to communicate community people and translated/interpreted community voices/matters into English for project visitors and concerned people.
February 28, 1987 to April 14, 1991 (4 years)	Organization: LWS Nepal - Water Resources Development Project (WRDP), Baglung. Position: Community Development Assistant. Responsibilities: <ul style="list-style-type: none"> • Conduct Socio-economic surveys in Drinking Water Supply & Sanitation (DWSS) Scheme areas.; conduct feasibility surveys for income generation activities and responsible for IG activities. • Translated English documents into Nepali language to communicate community people and translated/interpreted community voices/matters into English for project visitors and concerned people.
August 15, 1974 to February 27, 1987 (12 years)	Organization: Ministry of Education of Nepal, Lower Secondary and Secondary Schools in Baglung and Myagdi Districts. Position: Lower Secondary and Secondary School Teacher. Responsibilities: <ul style="list-style-type: none"> • Teaching Math, Science, English, and Social Studies. • Teacher Sponsor for Junior Red Cross Circle and involved in intramural activities.

5. Other Information

5.1 Trainings Delivered

5.1.1 During February 1987 to May 1992

- Conducted short term Village Level Introductory Trainings on Drinking Water Supply and Sanitation Project organized for DWSS Users' Committees
- Conducted trainings organized for community motivators
- Conducted Income Generation Motivation Training
- Red Cross principles and First Aid Trainings organized for Junior Red Cross Circles

5.1.2 During May 1992 to December 1999

- Conducted trainings for Non Formal Education Facilitators
- Involved in conduction trainings for school teachers, farmers, communities
- During May 2000 to December 2003
- Conducted Social Mobilization Trainings for social mobilizers
- Conducted trainings for Community Organizations
- Scheme preparation classes for new business creators
- Village Development Programme Orientation trainings for VDC key persons
- Participatory Development Package trainings for DDC members and line agencies
- Base line survey orientation training
- Planning process and PRA

5.1.3 During May 2004 to 2008

- Delivered community trainings for DWSS Users' Committees, Women Technical Support Groups, and local school teachers and students

- Conducted trainings for District Road Users' Committees and Local Road Users' Committees and groups
- Conducted Gender and Development Trainings as cross cutting issues in different groups
- Income generation trainings for microfinance groups

5.1.4 *During April 2010 to date*

- Delivered trainings organized for librarian teachers on library management and library activities under reading room programme
- Proposal writing training

5.2 Monitoring and Evaluation

- 5.2.1 Conducted Key Indicator Survey (Nutritional status of 1 to 5 year children): Monitored the achievement of Programme objectives by developing key indicators for two years 1997 and 1998 in INF-Burtibang Community Health Programme, Baglung.
- 5.2.2 Involved in Activity Evaluation, Management Evaluation, Impact Evaluation and Final Evaluation of Burtibang Community Health Programme, Burtibang Baglung, from 1993 to 1999 working as an employee in that Programme.
- 5.2.3 Involved in monitoring and evaluation of Non formal education activities and income generation activities while working in BCHP, Baglung.
- 5.2.4 Conducted Impact Evaluation of School library activities under Reading Room Programme implemented by Gaja Youth Club (GYC), Baglung funded by Room to Read Nepal in 2010.
- 5.2.5 Conducted Mid Term Evaluation of the project named Poverty Reduction through Sustainable Economic Development implemented by BASE Nepal and supported by ADRA Nepal in January 2013, assigned by Social Welfare Council, Nepal, as a Team Leader.
- 5.2.6 Conducted Mid Term Evaluation of the project named Eradicating Poverty and Injustice Project, implemented by Different NGOs in different district, supported by Action Aid International Nepal, in October 2014, assigned by Social Welfare Council, Nepal, as a Team Leader.
- 5.2.7 Conducted Final Evaluation of the project named Protecting and Mainstreaming of Informal Sector Safety Nets (PROMISE) Project, implemented by Credit Union Development Foundation of Nepal (CUDFON), in November 2014, assigned by Social Welfare Council, Nepal, as a Team Leader.
- 5.2.8 Conducted Final Evaluation of International Nepal Fellowship Worldwide Nepal Project, implemented by INF/N and other organizations, in June 2015, assigned by Social Welfare Council, Nepal, as a Team Leader.

5.3 Translating Nepali to English and English to Nepali

- 5.3.1 Translated documents when I worked in the projects- Water Resources Development Project and Community Development Project funded by Lutheran World Service Nepal (now LWF Nepal). English reading material, training materials were translated especially for community people. (1987 to 1992)
- 5.3.2 In Burtibang Community Health Programme, International Nepal Fellowship, I translated English to Nepali and Nepali to English during surveys; questionnaire for community people and answers of the community people into English for preparing reports. (From 1992 to 1999)
- 5.3.3 Worked as Freelancer Notary Public (Attest, Verify, and Nepali<>English translation in Nepal from 2007 to 2016)
- 5.3.4 Doing English<>Nepali translation as per necessary to this date.

5.4 Report writing

- 5.4.1 I was involved in preparing the following types of reports. Event reports, activity report, training report, Field trip report, socio economic survey report, monitoring and evaluation report, monthly report, Half yearly and Annual report and other special programme activity report

5.5 Programme Documentation

- 5.5.1 Involved in preparing programme documents

5.6 Proposal writing/Strategic Plan Preparation

- 5.6.1 Supported NGOs in preparing proposals as per given formats by the donors.
- 5.6.2 Supported to prepare 5 Years' Strategic Plan of NGOs

5.7 Membership in Other Organizations

SN	Name of the Organization	Designation	Address
1	Nepal Red Cross Society, Paiyunpata Sub-chapter, Baglung	Life Member	NRCS, Paiyunpata Sub-chapter, Baglung
3	Nepal Netra Jyoti Sangh, Baglung	Life Member	Baglung Municipality-11, Upallachour
4.	Chartare Youth Club (CYC), Baglung	Life Member	Baglung Municipality-2, Baglung
5.	Atmanirbhar Samudaik Vikas Sanstha	Life Member	Baglung Municipality-2, Baglung
6,	Tamakoshi Sewa Samiti Library	Life Member	Manthali, Ramechhap

5.9 Health

- 5.9.1 Any Health Problem?: No

5.9.2. Any Disability? Type: No

Disability ID No.: N/A

5.9.3. Blood Group: O positive

5.10 Publication of Books/Journals/Articles/Editorial

SN	Name of the Books/Articles	Publisher/Newspaper Magazine	Year/Volume/Date	Remarks
1	Book: Hami Ankaharu	Kaligandaki Computer Institute, Baglung	2056 B.S.	
2	Poems, Portraits	Dhorpatan and other local newspaper	Occasionally	

5.11 Rewards/Prizes/Medals/Decorations

SN	Type /Name of Rewards	Organization/Country	Year	Remarks
1	Mahendra Vidyabhusan (Medal) Ka (Class I)	His Majesty King Birendra Bir Bikram Shah Dev, Nepal	2056 B.S.	

5.12 Relevant Skills

SN	Nature of the skill	Remarks
1	Computer: Word, Excel, Powerpoint, Internet, Email etc	
2	Photocopy, Fax	

5.13 Interest: Reading and writing on community development issues

I certify that the statements made by me are true, complete and correct to the best of my knowledge and belief.

DATE:- August 1, 2020... .. SIGNATURE: _____