Curriculum Vitae (CV)

Rajib Magar

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Professional Summary

Resourceful and detail-driven finance and administration professional with over 3+ years of experience supporting donor-funded projects in Nepal. Proven ability to manage financial operations, coordinate logistics, and maintain accurate documentation across multi-stakeholder environments. Currently pursuing a Bachelor's degree in Finance and Banking, with a strong foundation in accounting, project coordination, and policy advocacy. Committed to contributing to impactful social change through efficient organizational support.

Career Objective

To secure a position in a reputable organization where I can apply my academic background and professional experience to support financial and administrative operations, while contributing to meaningful development initiatives.

Education

Degree	Institution	Specialization	Year
Bachelor	Shramik Shanti Multiple Campus, TU	Finance & Banking	Running
Intermediate	PATAN Secondary School, HSEB Nepal	Accounts & Marketing	2076
SLC	Shree Mahankaleshwori Secondary School	Education & Sociology	2072

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💼 Professional Experience

Sr. Admin/Finance Assistant

Children as Zones of Peace National Campaign (CZOP)
Save the Children Funded
📅 **July 2024 – July 2025**

- Managed financial documentation and reporting for policy advocacy programs
- Ensured timely payments to vendors and bank transactions
- Oversaw petty cash reconciliation and monthly settlements
- Data Entries
- TDS/ ETDS Verify
- Office Renewal Process and Documentation etc.

Admin/Finance Assistant

Children as Zones of Peace National Campaign (CZOP)
PLAN & Save the Children Funded
📅 **July 2022 – July 2024**

- Supported project logistics, documentation, and stakeholder coordination
- Assisted in financial compliance and reporting
- Facilitated event planning and vendor management
- Data Entries
- TDS/ ETDS Verify

Office Assistant

Institute of Human Rights & Communication Nepal (IHRICON)
USAID-funded Civil Society: Mutual Accountability Project
📅 **May 2016 – March 2021**

- Provided administrative support to project teams and field staff
- Maintained communication with stakeholders and partners
- Supported event logistics and documentation processes

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🛠 Key Skills

- Financial Reporting & Documentation
- Petty Cash & Bank Reconciliation
- Event & Logistics Coordination
- Stakeholder Engagement
- Vendor & Procurement Management
- Team Collaboration & Support
- MS Office Suite (Word, Excel, PowerPoint)
- Nepali & English Communication

Personal Details

- **Date of Birth:** 2052-03-10
- **Gender:** Male
- **Marital Status:** Unmarried
- **Nationality:** Nepali
- **Father's Name:** Ram Bahadur Magar
- **Mother's Name:** Saraswoti Magar

References

Name	Position	Contact
Meena Sharma	President, IHRICON	9841525254
Atmaram Thapa	Executive Director, EBMF	9855070239
Roshan Prasad Shrestha	Program Manager, CZOP	9841480411
