

Lalita Tamang

Dhobighat

Lalitpur - 3, Nepal

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Pan No. 102206984

Language knowledge: English, Nepali, Hindi, Bengali, Newari & Tamang,

II. ACADEMIC QUALIFICATION

- **Master's in Rural Development** from Tri-Chandra Campus under Tribhuvan University, (2017)
- **Post Graduate Diploma in Counseling Psychology** from Tri-Chandra Campus under Tribhuvan University (2015)
- **Medical Laboratory Technology** from Kathmandu School of Medical Technology under CTEVT (2012)
- **Bachelors in Humanities & social Sciences** from Tribhuvan University, (2011)
- **Intermediate in Humanities & Social Sciences** from Tribhuvan University, (2006)
- **Medical Laboratory Assistant** from National Public Health Laboratory, Teku under CTEVT (1997)
- **School Leaving Certificate** from Kanti Ishwori High School (HMG Board (1991).

III. WORK EXPERIENCE

1. Current Position: Program Director

Organization: Himalayan Association against STI-AIDS (HASTI)

Time Frame: From Jan 2024 to Till Date.

Major responsibilities:

- Accessing EOI/RFP and preparing draft proposal in feasible institution;
- Field schedule preparation
- Implementation of Project activities
- M&E Support to field staff
- Recording and reporting
- Responsible to Country Director
- Other daily need-based activities.

2. Position: **Lab. Technician & Counselor Officer**

Organization: Family Planning Association of Nepal, Pulchowk, Lalitpur

Time Frame: Jan 2015 to Dec 2023

Major responsibilities:

- Examine different lab tests as required by Medical professionals.
- Maintain the data record keeping of Lab Unit and report to the EMIS, CMIS and

- DHIS 2
- Maintain the client-based recording system that includes services given to the clients, inventory management, clients details in computer of the Medical division(clinics)
- Generating reports of the Clinic and Cross checking the data
- Provide counseling to the clients on SRH related issues as per the need of client
- Conduct the trainings, meetings and workshops under the SPRINT project.
- Look after the Front desk in the absence of Receptionist
- Conducted School Health Program by Co-ordination with different schools in Kathmandu, Lalitpur and Bhakatpur districts
- And also worked as enumerator

3. Position: **Lab Technician**

Organization: Family Planning Association of Nepal, Pulchowk, Lalitpur

Time Frame: Jan 2003 to Dec 2014

4. Position: **Lab. Assistant**

Organization: Family Planning Association of Nepal, Pulchowk, Lalitpur

Time Frame: Aug 1997 to Dec 2002

5. Position: **Receptionist (Part time)**

Organization: Himal Hospital & Research Centre, Gyaneshwor, Kathmandu

Time Frame: Aug 1997 to Sep 2010

6. Position: **Receptionist**

Organization: Himal Hospital & Research Centre, Gyaneshwor, Kathmandu

Time Frame: Mar 1992 to Jul 1997

Major responsibilities:

- Look after front desk office
- Handle the incoming and outgoing clients
- Handle the incoming and outgoing calls
- To make an appointment for the clients
- Look after the cash incoming from the clients and submit to the Account section

7. Worked as a translator on GBV training manual on Jun 2023

8. Worked as a translator on Study Questionnaire on Maternal Mental Health and Child Nutritional Status in Okhaldhunga, Nepal for PhD Student of Nepal Medical College on Sep 2015

9. Worked as a translator on the Study Questionnaire on Domestic Violence among pregnant women in Nepal for PhD Student of Kathmandu Medical College on Mar 2014.

10. Conducted Client exit interview for Assessing Client Perspectives on Post abortion contraceptive acceptance in Maternity Hospital for IPAS Nepal on 1 – 15 Apr, 2013

11. Conducted STI clinic in Blue Diamond Society through FPAN on 2006 – 2008 (Every Saturday)
12. Conducted Baseline Survey on Knowledge about HIV in Community Working People, for National Labor Organization, on Feb 2004 for 10 days

IV. COMPUTER SKILLS

1. Excellent computer skills on –
 - a. MS Word
 - b. MS Excel
 - c. Outlook
 - d. Power Point
 - e. Email
 - f. Internet
 - g. Type in both English and Nepali

V. PARTICIPATION

1. ToT on MISP for Sexual & Reproductive Health in Crisis organized by FPAN on 22 – 25 Dec, 2022 at Dhulikhel, Kavre
2. The First Aid (Basic Life Support) training organized by FPAN on 5 – 6 Sep, 2022 at FPAN Auditorium
3. Health Response to Gender Based Violence organized by FPAN on 27- 30 Jul, 2022 at Dhulikhel, Kavre
4. SGBV Fundamental Training on SGBV in Emergencies organized by IPPF on 9 – 12 Feb, 2022 at Galle Face Hotel Colombo, Sri- Lanka
5. Gender in Humanitarian Action Workshop organized by United Nation and Nepal Government on 4-5 September 2019 at Hotel Annapurna Kathmandu.
6. TOT for Facilitators of Female Friendly Spaces (FFS) organized by NRCS on 23 – 25 Dec 2019 at Kathmandu
7. Comprehensive Family Planning & Counseling training, organized by NHTC on 24 Feb – 3 Mar 2019 at FPAN Central Office
8. Training on Disability inclusive Disaster Risk Reduction (DiDRR) organized by DP- Net Nepal in support of CBM International on 6 – 7 Dec 2018 at Kathmandu.
9. Psychosocial support & Referral Mechanism of GBV Survivors organized by SPRINT III, FPAN on 9 – 13 July 2018 at FPAN Central Office
10. Authentic Leadership training (3 Phases), organized by Born Global, Norway on 3 Oct, 2015, 17 – 19 Sep 2016 and 13 – 15 Oct 2017 at Kathmandu.
11. Suicide Prevention Facilitation Training organized by TSOP Nepal on 24 – 25 Feb, 2017 at Kathmandu
12. Nepal Disaster Specialist Education Program, organized by JISP, on Aug 2015 – Sep 2016 at Kathmandu
13. Basic Training on National STI/VCT Laboratory organized by NPHL on 14 – 18 Sep, 2015

14. ART Laboratory Monitoring Training for Laboratory Personnel working in ART centre organized by NPHL on 21 – 25 March, 2014
15. Basic VCT Counseling training, organized by FPAN on 23 – 31 Oct, 2013, at Butwal Branch of FPAN, Rupandehi
16. Basic Training on VCT/HIV/STI for Laboratory Personnel organized by FPAN/MoHP/DoHS/NPHL on 10 – 14 Aug, 2013 at FPAN Chitwan
17. Universal Precaution of HIV training, organized by FPAN on 1 – 3 Jul, 2008, at the FPAN.
18. Foundation for Change training Organized by PSS, FPAN central office, conducted by Pragya Management Team on 24 – 27 Dec 2007 at the FPAN Central Office.
19. Management skills development training from 1 – 5 January, 2007 organized by Family Planning Association of Nepal, Conducted by Management Association of Nepal at FPAN Central Office.
20. Refresher training on Rapid HIV testing, organized by FPAN, conducted by National Public Health Laboratory on 22 – 24 Mar 2006, at NPHL Teku, Kathmandu.
21. VCT Observation 5 day's tour on Dec 2003 organized by FPAN, at Lucknow, India.
22. Rapid testing Procedure organized by FPAN, Conducted by National Public Health Laboratory, on 13 – 15 July 2004, at NPHL Teku, Kathmandu.
23. 10th Asian Conference on Diarrhoeal Diseases & Nutrition, Organized by ICDDR Bangladesh, on 7 – 9 Dec 2003, at Dhaka Conference Hall, Bangladesh.
24. Infection Prevention training, organized by FPAN on 4 – 6 June 2003, at FPAN central Office.
25. Lab. Diagnosis of STI/RH organized by FPAN on 7 – 16 Feb. 2003, at TUTH Maharajgunj, Kathmandu.
26. In Country Workshop in QoC Organized by FPAN/ Support IPPF, on 17 – 24 Nov 2002, at Hotel Eastern Star, Biratnagar, Morang
27. Master of Ceremony training organized by The Reiyukai Nepal, on 22 Apr – 31 May 2000, at The Reiyukai Nepal, Kathmandu.

VI. VOLUNTEER WORK

1. Nepal Snehi Kakh, Bhaisepati, Lalitpur on Jan 2017 – Apr 2017
2. Rakshya Nepal, Lazimpat, Kathmandu on May 2016 – Aug 2016
3. Helpless Disabled Children Promotion Center, Kusunti, Lalitpur on Nov 2007 – 2011

VII. REFERENCES

1. Rabindra Karki
Sr. HR Manager
Family Planning Association of Nepal
Mob: 9840068592
2. Dr. Deeb Shrestha Dangol
Senior Health System Advisor
Ipas Nepal

Mobile: 9851130201

3. Dr. Om Maharjan
Medical Manager
Family Planning Association of Nepal
Mobile: 9849014146

CERTIFICATION

I, the undersigned certify that to the best of my knowledge and belief, this bio-data correctly describes myself, my qualifications and my experience.



Lalita Tamang