

DUT KUMAR SYANGTAN

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Hetauda-11, Thanabharyang

ABOUT ME

With 8 years of social work experience at CWIN-Nepal, I am enthusiastic, responsible, and reliable, with strong office management and communication skills. I thrive in team environments and work well under pressure, effectively solving problems and negotiating beneficial agreements. As a caring professional with expertise in case management and client advocacy, I am committed to helping individuals achieve their goals by connecting them with necessary resources, making me a valuable asset to any organization

SKILLS

- Team coordination and leadership
- Documentation and professional report writing
- Case management system development using KoboToolbox
- Data collection, entry, and analysis
- Workshop and training facilitation
- Program coordination and field implementation
- Ledger maintenance and issue form updates
- Strong communication and stakeholder engagement
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Skilled in Google Workspace (Docs, Sheets, Forms, Drive)
- Experience in using digital data collection tools (KoboToolbox)

EDUCATION

Bachelor in Business Studies(BSS) - Running

Makawanpur Multiple Campus

EXPERTISE

- Data Management
- Communication
- Leadership

EXPERIENCE

CWIN-Nepal

Present

DOCUMENTATION OFFICER

- Collect and Manage Project data
- Manage Case Management Form (Kobotool Box)
- Write Comprehensive Reports
- Manage Archives and Records
- Support Team with Documentation best Practices
- Implement process improvements
- Documents project activities and impacts

PROJECT OFFICER

2021 to 2024

- Oversee and manage projects from start to finish, setting timelines, budgets, and goals.
- Coordinate with team members and stakeholders to ensure timely and on-budget project completion.
- Identify and address issues or challenges that arise during projects.
- Track project progress and make adjustments as needed.
- Communicate with stakeholders to keep them informed about progress.
- Write reports and present findings to upper management or clients.
- Facilitate project-related meetings and workshops.
- Support and guide social mobilizers, ensuring effective project facilitation.

FIELD AND SOCIAL MOBILIZER

2017 - 2021

- Online Data Entry and Ledger Management
- Program Coordination and Issue Form Updates
- Data Collection and Relief Distribution
- Community Outreach
- Support Families and Children
- Facilitate Workshops
- Monitor and Report

REFERENCE

Mr. Jhabindra Gyawali, Manager, CWIN-Nepal

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LANGUAGE

Nepali English Hindi