

Advocate Achut Poudel

Senior HR Leader | Legal & Compliance Professional |
Administration & Operations Expert | Business Development Strategist

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Accomplished professional and licensed Advocate with over **20 years** of diversified experience spanning **Strategic Human Resources, Administration & Operations, Law & Compliance, Banking, Sales, Branding, and Digital Marketing**. Demonstrated success in building high-performing organizations, ensuring regulatory compliance, driving business growth, leading transformation initiatives, and managing cross-functional teams.

Recognized for combining legal expertise with business acumen to deliver sustainable organizational performance, strengthen governance frameworks, and create strategic value across diverse industries.

EDUCATION

Degree/Certificate	Year	Total %	Institution/Board	Place
Master's in business studies (MBS)	2012	59%	Tribhuvan University (TU)	Kathmandu
Bachelor's in business studies (BBS)	2009	59.43%		
Bachelor's in law (LLB), License No. 23789	2022	43%		
Master's in business administration(MBA) (Thesis Rem.)	2018	3.4	Pokhara University (PU)	
Intermediate (+2)	2006	67.20%	Higher Edu. Exam. Board	
School Leaving Certificate (SLC)	2003	69.13%	Government of Nepal	

PROFESSIONAL EXPERIENCE

1. Head of Department (HOD), Manager – HR, Administration, Marketing and Project/Tender Sales

IL&CS - Vridhi Group of Companies (14 March 2022 – 13 April 2026)

(Authorized Distributor of **Doosan/Develon/Bobcat** HE machine, **Schwing Stetter** RMC for and its after sales service for Nepal)

2 Supervisor – HR, Legal and Share

Citizens Bank International Limited (15 May 2019 to 14 March 2022)

(Commercial A Class Bank in Nepal, Worked Department: HRD, Legal/Share, CAD)

3. HOD- HR and Administration Dept, After sales Administration

Sharda Group (Automobile /Tools) (19 Feb 2017 - 14 May 2019)

Job responsibility for the Parental company of Sharda Group included Construction Solution Pvt Ltd (**Hyundai CE**), Infratech Pvt Ltd (**BOSCH**), Pioneer Moto-crop Pvt Ltd (**Nissan & Datsun**), SPG Automobile Pvt Ltd (**After Sales of Nissan/Datsun vehicle**), **Gentech** Pvt ltd ETC

4. Senior Officer (SO2)

Dish Media Network Pvt Ltd (DH) (August 2015- Feb 2017)

(First & single DTH provider for Nepal) Worked Department: Admin, Logistic & Procurement

5. Officer

Bank of Kathmandu (BOK) (July 2008 – April 2014)

(Commercial A Class Bank in Nepal, Worked Department: HR & Admin, Operation, Branch Credit, Remittance)

Other Professional Engagements:

i. Founder/Director (15 March 2022-Dec end 2025)

AMP Job Solution Pvt Ltd (International Job Recruitment Company)

ii. Freelancer, Part time (Jan 2012 – Present)

HR Outsourcing/Consultant, Recruitment Partner

iii. Lecture (Part time) in various colleges/institutes (Jan 2012 – Present)

Faculty member of HR, Law, Finance

In Brief, Job Achievement/Responsibilities:

I have an opportunity to gain experience from pre-opening to a well-established organization.

- Experience in working in an organization of minimum staff size of 10 to 5,500.
 - Responsible to push new business proposal/idea in an area of Human Resources.
 - Successful Product/Brand: **Datsun/ Nissan, Hyndai CE, Doosan/bobcat, Schwing Stetter, DishHome, Hamro, BOK, citizen bank, RM, ETC**
 - Successfully handle the responsibility of segregating start-up task into various parts and create/establish departments as per company's requirement.
 - Successful to establish operational function in company and develop/implement strategy/policy.
 - Experience in develop and lead on a gender equality and social inclusion strategy in Human Resources and assure the implementation of the Safeguarding policy
 - Develop Documentation & Create Employee Data bank like Appointment letter, performance appraisal, personal file; Duty Roster, Relationship with outsourcing/recruitment agents ETC
 - Negotiation and develop relationship with Dealer/sub dealer/service franchisers, implement payment and storing mechanism as per party claim. ETC
 - Experience in Manage disciplinary, safeguarding, poor performance, grievance handling cases as and when it is referred to operation as per the respective policies and procedures defined by company and meet government compliance.
 - Successfully handle the relationship with government bodies/offices
Like company register, IRD, Ward offices, Palika offices, Arbitration department, MOIC, NTA, Banijjya Department, NEA, Telecom ETC
 - o Play keen role in local Procurement & logistic arrangement, Negotiation and credit creation from suppliers are prime part of my experience in Procurement/Logistic
 - o Already have an experience in Product costing and value-added facilities for customer.
 - o Experience of supervision and support for event management, program, reception, visitors' management, staff administration, maintenance of facilities and host program.
 - o Experience of self-providing and arrange outsource for training (Both virtual and physical) to staff and members.
 - o Have an experience for labor audit, enlist employees in government office, handle trade union issues and court cases, experience in converting international staffs to local bodies.
- Skil

CORE COMPETENCIES

- | | |
|---|---|
| • Strategic Human Resource Management | • Organizational Development & Change Management |
| • Talent Acquisition & Workforce Planning | • Business Development & Sales Leadership |
| • Employee Relations & Labor Law Compliance | • Branding & Digital Marketing Strategy |
| • Legal Advisory & Corporate Governance | • Banking Operations & Customer Relationship Management |
| • Regulatory Compliance & Risk Management | • Performance Management Systems |
| • Administration & Operations Management | • Stakeholder Engagement |
| • Contract Drafting & Negotiation | • Leadership & Team Development |
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PROFESSIONAL CERTIFICATIONS

Subject	Certified by
Developing high trust work relationships	The Open University, London
Human resources: recruitment and selection	
Employment relations and employee engagement	
ChatGPT for HR	The Great Learning, Bengaluru, India
Case Study in HR Management	
Agile HR Professional Certification	
Certified Associate Professional in HR Certification	The Digital Adda, Melbourne, Australia
Modern HR Management - Recruitment & Selection Process Cert.	
8th National HR Conference 2019 (Reskilling & Up skilling HR)	
Effectively Handling the issue of Malpot	Human Resource Society Nepal (HRSN)
Certificate of Professional Computer basic Course	Axiom Nepal Pvt. Ltd., Nepal
Certificate of Basic Banking Course	Creative Computer Institute Pvt Ltd
Certificate of Credit operation and administration	Himalayan Management Training Institute

AI/Computer Skill

- Professional experience of working with AI applications: ChatGPT, Google Gemini, MS Copilot, Claude, Google Flow, Canva, Perplexity, Nano Banana 2 etc
- Skill in using MS Office, Window application, Email/Internet, Office administration machine/tools, ERP software: Rigo, Nimble, Dynamic, Swastik, IMS etc

Other Skills

- Skill on HR tools, staff management, recruiting new members, maintaining schedule for staff training, HR issue/problem handling and reporting, HR strategy for handling Staff Union.
- Past experience of handling external issues, undertaking & convince union issues, settlement of staff problems.
- Knowledge about event/program management, hosting, administrative/procurement/logistic work.
- 2/4 – Wh Valid Driving License of Nepal**
- Member in **Kathmandu Jci, HCDPN, Nepal Bar Association** (Legal Forum), Past member in **HRSN**

LANGUAGES

- Fluent in oral & written English and Nepali languages. Working knowledge of Hindi.

Personal Information

Marital Status:	Married
Nationality:	Nepalese
Date of Birth:	1986 Sept

REFERENCES

Available upon request.

I, the undersigned certify that to the best of knowledge and belief, the resume correctly describes my qualification and myself.

Advocate Achut Poudel
Cell: 9841151881
KMC-31, Minbhawan, Nepal.

Thank You