

# GENERAL ADMINISTRATION

## Program Details

**Date:** 30th May, 2015

**Venue:** NBI Hall, Kathmandu.

**Time:** 10:00am to 5:15pm

**Target Audience:** Administration Department

**Level:** Up to Officer Level.



## Trainer's Profile

**Prabin Basnet, FCA, ISA, EMBA**



Mr. Prabin Basnet has been with NIC Asia for 5 years currently working as the Chief Finance officer. Mr. Basnet has past experiences in the banking sector in NB Bank and Nabil Bank as Head- Operations and Internal Auditor respectively.

During his tenure as Head of Administration he has major role was to manage effective cost management practices in place, administrative controls and management in place with regards to efficient use of resources like fixed assets etc., support business and other units to deliver their objectives smoothly.

As a part of his major accomplishment he has bagged second runner up for Best Presented Financial Accounts- Banking – Two times consecutively for FY 09/10 and 10/11 provided by Institute of chartered Accountants of Nepal. He has also managed the cost and efficiency of operations without compromising quality and delivery by the use of novel technologies like Share Point, UPS, VOIP Installation, cost sharing between units, streamlining process and systems

Besides his expertise in administration, he has imparted over 100 sessions in Banking related trainings, Operation risk management, operation management, financial management, treasury, banking for beginners, budget preparation, accountancy and business communication and organization management.

Session & Time	Details
Session 1 10:00am to 11:30am	<b>Background</b> <ul style="list-style-type: none"> <li>Who/what is admin?</li> <li>Role &amp; Functions?</li> <li>Responsibilities?</li> <li>Common prejudices?</li> </ul>
11:30am to 11:45am	<b>Tea/ Coffee/ Cookies Break</b>
Session 2 11:45am to 1:15pm	<b>Administration a Management function</b> <ul style="list-style-type: none"> <li>Admin as coordinating function</li> <li>Admin as support/organizing function</li> <li>Admin as cost management function</li> <li>Admin as Monitoring/control function</li> </ul>
1:15pm to 2:00pm	<b>Lunch Break</b>
Session 3 2:00pm to 3:30pm	<b>Administration a risk management function</b> <ul style="list-style-type: none"> <li>Role of Administration in Risk Management</li> </ul>
3:30pm to 3:45pm	<b>Tea/ Coffee/ Cookies Break</b>
Session 4 3:45pm to 5:15pm	<b>Unique Value proposition of Administration function:</b> <ul style="list-style-type: none"> <li>Other value additions by administration function</li> </ul>

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