

GENERAL ADMINISTRATION

Program Details

Date: 30th May, 2015

Venue: NBI Hall, Kathmandu. Time: 10:00am to 5:15pm

Target Audience: Administration Department

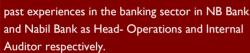
Level: Up to Officer Level.



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



During his tenure as Head of Administration he his 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	 Who/what is admin? Role & Functions? Responsibilities? Common prejudices?
11:30am to 11:45am	Tea/ Coffee/ Cookies Break
Session 2 11:45am to 1:15pm	 Administration a Management function Admin as coordinating function Admin as support/organizing function Admin as cost management function Admin as Monitoring/control function
1:15pm to 2:00pm	Lunch Break
Session 3	Administration a risk management function
2:00pm to 3:30pm	Role of Administration in Risk Management
3:30pm to 3:45pm	Tea/ Coffee/ Cookies Break
Session 4 3:45pm to 5:15pm	 Unique Value proposition of Administration function: Other value additions by administration function

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